AGENDA

NEW USER'S GUIDE

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July 1988

THE NEW USER'S GUIDE TO THE AgendA

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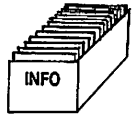
INTRODUCTORY

What your AgendA can do for you

The AgendA is a very versatile machine that can perform a wide range of tasks for you. It is up to you to decide which of these suit your own needs.

It has five **main** uses:

1 As a place for **storing information** which you can then carry around with you - and can easily find when you need it. Information about your business, social and family life; phone numbers, addresses, notes, hobbies, shopping lists and book lists - as well as details of expenses, bills to pay, restaurants, train and plane timetables and so on (page 12)



2 As a **diary** to keep notes of your appointments and, if you wish, to give you alarm calls for any of them (page 22)

3 To keep an **Action List** (like a sophisticated note pad), that keeps a clean list of all the important things you need to do (page 32)

4 As a **calculator** (page 36)

5 As a powerful **word-processor**, for producing letters, reports or memos.

Any information on your AgendA - such as a list of names and addresses, your day's appointments or your Action List - can be **printed out** on a printer (page 46)

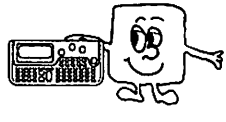
You can, quickly and easily, make a **safety copy** of everything in the AgendA's memory, to protect you against the risk of losing the machine or any data (page 52) - and you are strongly advised to do so regularly!

To prevent the memory being cluttered up with information you no longer need, you can **remove any information** when you wish to (page 44)

And a clever system of **reminders** (called Menus) come on the screen to remind you what to do at any time, without having to go back to this instruction manual (see page 10)

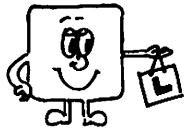
Some **hints** on how to get even better use of your AgendA start on page 58, including advice on how to use your Agenda with your **secretary** (page 68).

If you're having **problems**, refer to page 76.



...INTRODUCTORY ...

Learning to use the AgendA



AgendA

NEW USERS GUIDE

This New User's Guide is designed for people who want to use the AgendA as soon as possible, without spending much time learning more about it than they need to know. When you've read this Guide you'll be able to use the AgendA to do all of the jobs set out on the previous page.

AgendA

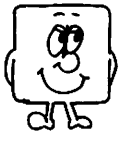
ADVANCED USERS GUIDE

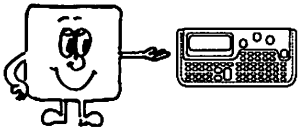
The AgendA also has a large number of more **advanced facilities**. These are described in the Advanced User's Guide which shows you how, after spending a little more time to familiarise yourself with these facilities, you can use the machine for many more things. For instance, you can use the **information storage** for a variety of special uses. You can **organise files** with columns, headings, cross-references etc. and you can arrange them in many different "drawers" for different business purposes. You can use your AgendA as a **word-processor** to write letters, reports and other documents. (If you buy a special card, you can even use your AgendA as a general purpose computer, writing your own programs or running specialised programs written for the AgendA.)

LEARN TO MICROWRITE

You may want to use the AgendA's unique "chord keyboard" (making use of the big unmarked recessed keys) by **learning to Microwrite**. It's much easier to do than you think and you will soon be able to enter text as fast as you can handwrite - maybe even faster.

But most people will find that **this New User's Guide teaches all they need** to use the AgendA as a personal organiser, diary and calculator.





Taking care of your AgendA

Your AgendA has been designed to be carried in a pocket, briefcase or bag and is supplied with a sleeve to protect it. If you keep it in your pocket, make sure there are no hard or sharp objects there which might damage it. We suggest you keep it in the sleeve when you travel.

To make it easier to use this Guide, the instructions on how to use the AgendA are set out on the left-hand pages. The right-hand pages contain diagrams, examples and tips on how to make better use of it.

In line with our policy of continuous product improvement, we may alter specificatons at any time, which might result in minor differences in operation from that described in this Guide.

INTRODUCTORY

Learning your way round the AgendA

The good news is that it's a lot less complicated than it looks.

Just look at the top diagram opposite showing the various parts of the case. Not too much to learn there!

Now look at the diagram of the keyboard.

Don't worry about the 5 big unmarked recessed keys.
These are the Microwriting keys - you can ignore them unless you later decide to learn to use them for fast text-entry.

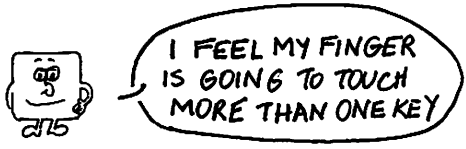
This leaves only two types of keys:

on the right the number keys and the alphabet keys (with punctuation etc. on top of them, as on a typewriter)

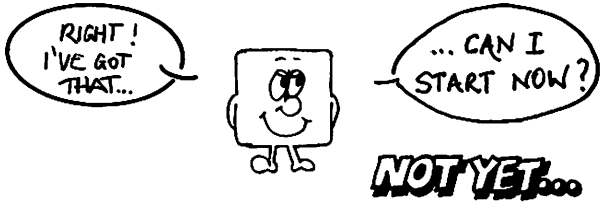
on the left the "function keys" which you use to tell the AgendA what you want to do

Using the keys

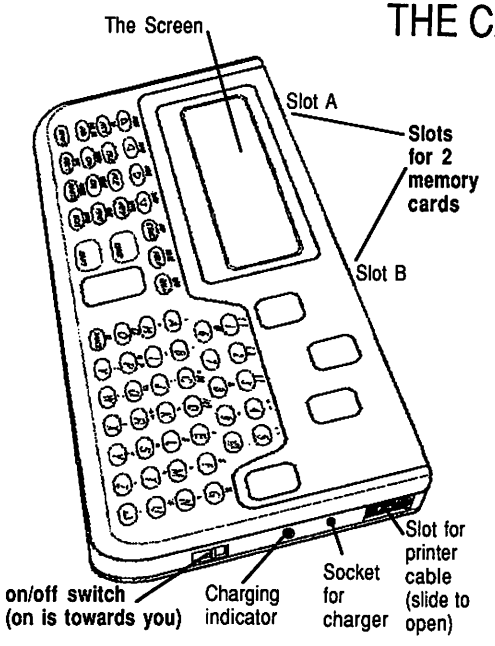
Simply press each key with one finger (probably your index finger) - try it without switching on the machine.

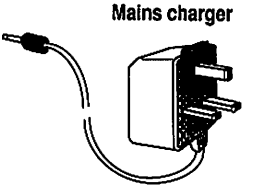


Don't worry if it does. The AgendA has specially designed keys so that, even if you do happen to touch more than one key, the machine will only take notice of the key on which you put the main pressure.

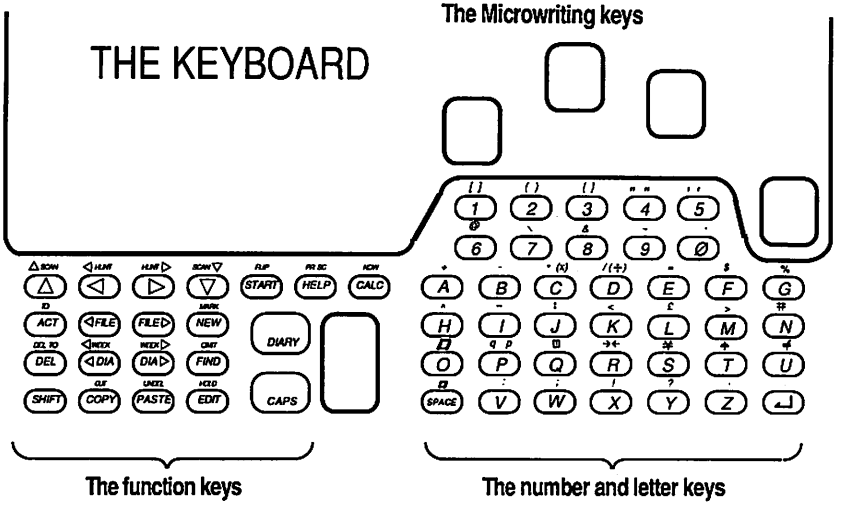


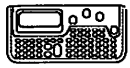
THE CASE





THE KEYBOARD





...There are a few things you need to know before you start

Charging the batteries

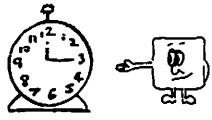
Your AgendA is fitted with re-chargeable batteries which may contain sufficient power for you to start using it. However, it's a good idea to leave your AgendA on charge for at least 1 hour before you start to use it.

To charge your AgendA, plug in the mains charger and connect to the mains. A small green light will be illuminated to indicate that the AgendA is receiving a satisfactory charge.

A fully charged AgendA should last for several weeks assuming you actually use your Agenda for say 1 hour a day, but it's best to get into the habit of keeping your AgendA on charge as often as you can - regular overnight charges.

The AgendA will switch itself off if the battery charge has got too low. If you wait a few minutes for the battery to recover, you can switch on again and use the AgendA for a few minutes. But as soon as possible you should recharge the machine - or if you have one, you can fit an ordinary battery adaptor and continue to use the machine. You should find that the data in the machine has been fully preserved : there's sufficient reserve power to retain the data for several months.

Checking or setting the AgendA's calendar clock



Before you use the Agenda for the first time, you should set its internal calendar and clock to today's date and time. Once you've done this, the AgendA can keep the date and time through to the 21st Century.

Switch on your AgendA (remember the switch is on the right-hand edge), and provided there's enough charge in it, you'll see the "Start Menu".

```
START MENU
to make new file.NEW
to find file/s..FIND
to use diary...DIARY
```

You'll learn about the Start Menu in a moment, but for now just press CALC (the top right of the function keys) and you'll see something like ...

```
Now- Sa30Sep89 10:32
CALC
```

If the date and time on the top row are correct, you're lucky, as someone has already set the calendar/clock for you.

If not, you'll have to follow the instructions on page 80 to set the calendar/clock (but you needn't do it right now if you prefer not to).

Optional extra battery facilities

Ordinary battery adaptor

This will enable you to make full use of the AgendA with an ordinary 9 volt battery - particulary useful if you travel.

Mains chargers

for use in the USA and other cou

Well, you could, but you'll find it much easier if you spend just a few more minutes finding out ...

How the AgendA works

The AgendA is surprisingly simple to use, and once you understand how it works, you'll find that the wording on the keys and the various messages on the screen make it easy and quick to use the AgendA.

Think of the AgendA as a filing cabinet containing **two drawers**, each holding a large number of blank filing-cards, on which you can key-in and store information.

The first drawer contains **Ordinary** filing-cards which you can use for storing names and addresses, phone numbers and all other kinds of information.

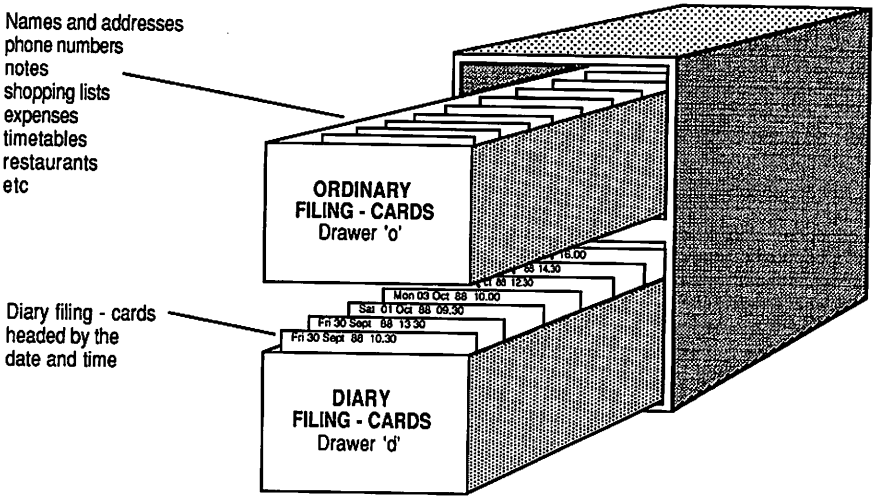
The other drawer contains filing-cards which enable you to key-in the date, time and information on an appointment. These are the **Diary** filing-cards and you get into this drawer by pressing the DIARY key.

There are three things you can do with any filing-card (Ordinary or Diary);

1 You can **make** a new filing-card.
This is done by pressing the NEW key.

2 You can **find** an existing filing-card.
This is done by pressing the FIND key.

3 Once you have found an exisiting filing-card, you can **change or add** to it.
This is done by pressing the EDIT key.



DIARY **To use the diary**

1 NEW **To make a new filing - card**

2 FIND **To find an existing filing - card**

3 EDIT **To change an existing filing - card**

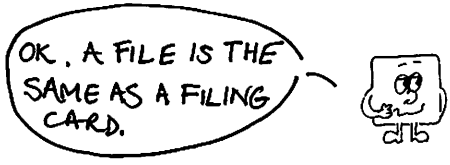
And finally you need to know what a Menu is ...

Because, rather like a restaurant menu, a Menu on the AgendA's screen offers you a choice of things you can do at that stage - and tells you what key to press to do any of them. This means that you'll very seldom need to consult this Guide once you've read it, as most of the instructions will appear on the Menus as you go along.

Every operation on the AgendA starts from the START MENU.

The START MENU comes onto the screen when you switch on the AgendA - and you can always get back to it by pressing (START).

You'll notice that, to save space, the START MENU refers to a filing-card as a "file", so from now on let's also just call them "files".



So, to revise, these are the 5 most important keys to remember - and you'll see they're clustered together on the keyboard.

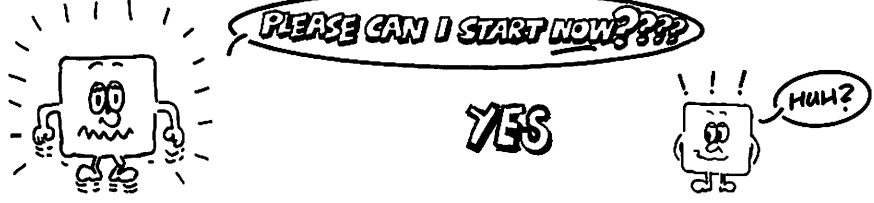
1 (START) to get to the START MENU, and start any operation on the AgendA

2 (DIARY) to use the diary facilities of the AgendA

3 (NEW) to make a new file

4 (FIND) to find an existing file

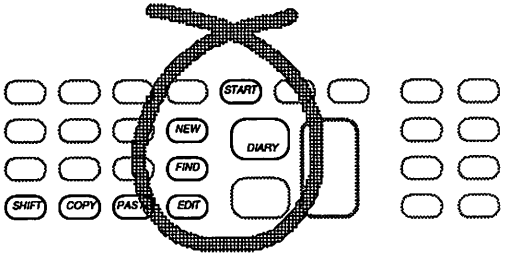
5 (EDIT) to change or add to an existing file



```
START MENU
to make new file.NEW
to find file/s..FIND
to use diary...DIARY
```

Note:

For reference purposes, the most important Menus on the AgendA are shown in an Appendix, on page 82.



STORING INFORMATION
Making a new ordinary file

1 Switch on the AgendA
(remember, the on/off switch is on the lower right side)

The screen will show the START MENU

(If the machine happens to be on already and isn't showing the START MENU, remember you can **always** get back to the START MENU by pressing (START).)

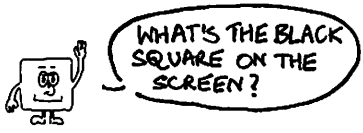
```
START MENU
to make new file.NEW
to find file/s..FIND
to use diary...DIARY
```

2 As the START MENU tells you, press (NEW)

This opens a new Ordinary file and the screen now shows

```
o - - - - - - - - -
```

The 'o' in the left-hand corner shows that you are making an ordinary (not a diary) file, which is stored in drawer "o".



That's called the "cursor" - it's the sign that shows you where you are on the screen.

3 Now try putting in the text of your first file

robert jones
11 park road
bromley 0748 23203

Just key (r)(o)(b)(e)(r)(t)(SPACE)(j)(o)(n)(e)(s)(↵)
At the end of each line put in a "carriage return" (press the (↵) key in the bottom right corner which makes a sign like this ↵ on the screen) and continue: (1)(1)(SPACE)(p)(a)(r)(k)(SPACE)(r)(o)(a)(d)(↵)

No problem - just press (DEL) (just above the left hand bottom corner) to delete any wrong letters - then key them in again.

```
robert jones↵
11 park road↵
bromley 0748 23203
```

4 Press (START) you've completed and stored your first file and are ready to perform your next operation.

To learn more about keying-in, read through the notes opposite.

Notes on keying-in text

Pressing the keys . Just press each key, don't hold it down. The keys are designed so that they "auto-repeat" when held down (a useful feature - when you need it!).

Punctuation. To key-in any punctuation, press the SHIFT key (at the bottom left) and then press the appropriate key (e.g. for a hyphen, press SHIFT and b) You can press SHIFT and **then** the letter - or press them simultaneously if you are using two hands.

Capital letters. To save time, it's generally unnecessary to use capital letters. But if you wish to do so, press CAPS once before keying in the letter you want to produce in capitals. If you want to put in a series of capitals, press CAPS twice and the machine will be locked in capitals until you unlock it by pressing SHIFT then CAPS .

Deleting. As mentioned opposite, if you make a mistake, press DEL which will delete the text to the left of the cursor, so you can key-in the correct text. (Just give DEL a single press for each deletion. If you hold it down it will keep deleting text - useful if you want to delete a lot of text, but not if you only want to delete one or two letters!)

Size of files. Although the example opposite shows only a few lines of text in a file, you can put as much into a file as you like, subject to a maximum of 8,000 letters and numbers - which is about 5 A4 pages of text.

In order to conserve battery power, the AgendA will **automatically switch itself off** after 5 minutes if not being used. If this happens while you are creating a file (perhaps while you were reading this page!), move the ON/OFF switch to the OFF position and then back to the ON position. Now press EDIT and you will find the cursor back in the place you were at when the machine switched off.

The AgendA will also switch itself off if the battery charge has got too low, but this will not destroy the data in the machine provided you charge it fairly soon : see page 6.

So we can in a moment practice finding files, please create two more new files using the examples printed opposite (remember press NEW then key-in text, then press START).

Finding a file

The files you have keyed-in have been stored in the Ordinary drawer, in the order in which you keyed them in (the most recent file worked on at the front).

The AgendA makes it easy to find any file you wish in a number of different ways, but whichever way you choose you start by simply pressing FIND .

So from the Start Menu, press FIND now.

```
  3* □
fred murray ⌟
grange taxi ⌟
bromley 0748-32145 ⌟
```

As you can see, the lower 3 lines of the screen show the fred murray file, because it's the most recent file you've worked on.

But look for a moment at the top line, which we call the "finding line". On the left, there"s a number, followed by an asterisk. The number shows you the **total number of files you've stored in your AgendA**

Next there's a □ sign that looks like a small blank screen.

And then comes the cursor ▮

Right, let's see the different ways of finding a file ...

(A) By going through the files one at a time

From the Start Menu, you press FIND, and you're now looking at the front file (i.e. the most recent file), the fred murray file.

1 Press FILE (in the second row of the function keys) once, and you'll see the alan jones file

2 Press FILE again, and you'll see the robert jones file (the first file you input)

3 To go back to the alan jones file, press ◂FILE

4 Now press START again

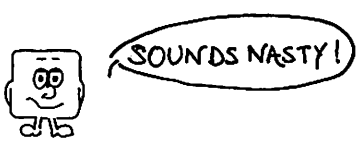
Further examples to key-in

alan jones dentist
23 carter lane
fulham

fred murray
grange taxi
bromley 0748-32145
kent

N.B: Remember always press START when you finish making a file, before you start using your AgendA for some other operation.

Note on the cursor control keys



Not at all - they're extremely useful.

They're the top four keys on the left; ▽ ◁ ▷ and △ and, quite simply, they move the cursor in the directions indicated.

So if, for example, you realise you've made a mistake a line or so back, you don't have to delete everything you've keyed in since then - use the cursor controls to move the cursor to the position immediately to the *right* of the wrong character, press DEL , and key in the right character.

...FINDING A FILE ...

(B) By searching for a word or sequence

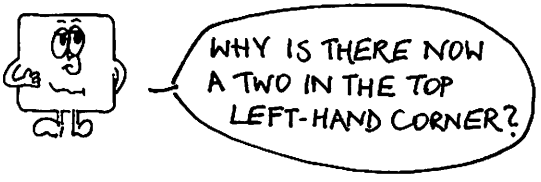
This is the really powerful search feature of the AgendA. If you key in any word or sequence (of letters and/or numbers) on the finding line, the AgendA will find any file that contains that word or sequence.

So for example, assume you are looking for the robert jones file

1 From the START MENU, press FIND and once again you'll see the fred murray file

2 Now key in (j)(o)(n)(e)(s) (you can key it in capital or lower case letters) and you'll see this

```
  2* □jones
alan jones dentist↵
23 carter lane↵
fulham
```



That tells you that there are 2 files containing the word jones

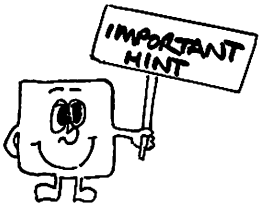
- press FILE and you'll find the other one!

```
  2* □jones
robert jones↵
11 park road↵
bromley 0748 23203
```

When you key in a word or sequence, the first file containing that word or sequence will come up on the screen in a second or two but (particularly later when you have many files in your AgendA) it may take a few seconds more for the number to appear in the left-hand corner of the finding line, telling you how many files contain the word or sequence. This is, of course, because the AgendA has to look through its **whole** memory before it can give this number.

Until this number appears, the AgendA will not react to any further instructions, although it will remember them and react as soon as the number appears.

N.B: If you make a mistake in keying in the word or sequence, press DEL to remove the wrong characters and then key in the right ones. The cursor control keys ▷ and ◁ do not work when you are doing a search on the finding line.



Often you will want to put some information into the AgendA but won't be sure whether it's there already. The following procedure enables you to check, and then to proceed if you wish to without repeating key-strokes:

e.g. assume you want to put in the phone number of a firm called Graphex

1 Press FIND

2 Start keying-in the information

if you already have it in your AgendA, the file will show on the screen

if you don't, the screen will show "no files".

```
0* □graphex
     no files
```

3 If you find you don't already have the information in the AgendA, simply press NEW and the information you've already keyed-in on the finding line will become the start of a new file, which you can then complete.

```
o - - - - - - - - -
graphex
```

4 If you find that you do already have the information in the AgendA, simply press START and go on to whatever else you want to do. It is **not necessary to delete the information you keyed in on the finding line** as this does not go into the AgendA's memory until you press NEW to create a new file - until then, you are only keying in letters for the purpose of looking through the drawer for a file which contains those letters.

(C) Finding a file when you've forgotten the name

Let's assume you've forgotten the dentist's name. Here's all you do ....

1 From the Start Menu, press FIND
(and you'll see the fred murray file again)

2 Key in d e n t i s t

- and up will come

```
 1* dentist
alan jones dentist
23 carter lane
fulham
```

note that the left-hand corner shows the number 1 because there is only one file with the word "dentist" in it.

(You'll have noticed that the alan jones file appeared long before you finished keying-in dentist - because even the sequence "den" appeared only in that file.)

(D) Finding a group of files

Assume that you are going to visit Bromley and want to see a list of all the people you know in Bromley who are in your AgendA. After pressing FIND, you simply start keying-in
b r o m l e y
and long before you're finished, the screen shows that you know 2 people there : one will be on the screen and you can find the other by pressing FILE.

Here's an example of how powerful the search feature is : instead of keying-in the name "Bromley" you could key in the telephone Area Code for Bromley 0 7 4 8 , and the AgendA will find any files containing that sequence of numbers.

(E) Looking through files in alphabetical order

You can look through your files in alphabetical order, judged by the **first word in each file.** In order to take advantage of this facility, you should make a practice of starting any name and address file with the **surname** of the person.

To look through files in alphabetical order, follow the instructions shown opposite.

Inspecting files in alphabetical order

1 At the START MENU, press (3) for alphabetical order

(if you forget what number to press for alphabetical order, press (HELP) at the START MENU, and it will tell you)

The screen now shows

```
ALPHABETIC ORDER

find file/s....FIND
for Action List.ACT
```

2 Press (FIND)

The screen will show the first of the files in alphabetical order - remember the number at the top is the number of files in your AgendA

```
223* □
ambrose john┘
01 493 8999
```

3 You can now inspect your files in alphabetical order by pressing (FILE)

An important advantage of being able to put the files in alphabetical order is that, as you'll learn later, you can **print** those files in alphabetical order.

Note:

The AgendA will only keep the files in alphabetical order while you are using them. When you go onto your next operation, it will put them back in their normal order (most recently used file first).

It's important to realise that when you're finding a file, you're not actually **in** the file, so you can't make any changes to it - you're just **inspecting** it. (If the file is longer than 3 lines, you won't be able to see all of it at the same time, but you can inspect the rest of it by pressing (▽))

If you do want to **change** a file in any way, you're going to need to learn about ....

Editing a file

i.e. changing the text in an existing file, by **adding** to it, **deleting** part of it or **changing** any words or figures.

1 First (FIND) the file you want

2 Then press (EDIT) and the cursor will jump into the text of the file - usually to the end of the text. (The cursor will always jump to the position it last occupied when the file was last worked on).

3 You may now edit the file.

Use the cursor keys to position the cursor and :

(a) to **delete text**, use (DEL) which deletes text to the **left** of the cursor

(b) you may **insert text** at the cursor position and the new text will automatically be squeezed in between the old text

(c) to **correct an error**, first delete the incorrect letters then key-in the correct ones.

For an exercise in editing, try working through the example on the opposite page

You now know all you need to know to use the AgendA for storing and finding informaton...

Want to go on to learn how to use it as a Diary?

An exercise in editing

1 From the START MENU, find the alan jones file

```
  2* □jones
alan jones dentist↵
23 carter lane↵
fulham
```

2 Press (EDIT) and the screen shows

```
alan jones dentist↵
23 carter lane↵
fulham
```

3 You want to add in "the clinic" before his address so:

(a) move the cursor to the end of the top line

```
o - - - - - - - - - -
alan jones dentist↵
23 carter lane↵
```

(b) now key in

(t) (h) (e) (SPACE) (c) (l) (i) (n) (i) (c)

followed by (↵)

```
o - - - - - - - - - -
alan jones dentist↵
the clinic↵
23 carter lane↵
```

4 You now want to change the road number to 146:

(a) move the cursor to the **right** of 23

```
alan jones dentist↵
the clinic↵
23 carter lane↵
fulham
```

(b) press (DEL) (DEL)

```
o - - - - - - - - - -
alan jones dentist↵
the clinic↵
 carter lane↵
```

(c) and key in (1) (4) (6)

```
alan jones dentist↵
the Clinic↵
146 carter lane↵
fulham
```

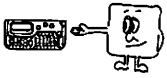
5 press (START)

Note: If you press (EDIT) at the START MENU, the last file you were working on will appear on the screen, with the cursor in the position at which you left it.

This is very helpful if, for example, you have to switch off the AgendA in the middle of creating a file: when you switch on again, press (EDIT) and you're back where you left off.

If you **hold down** (DEL) (or indeed any other key) it will **auto-repeat.** This is a very useful feature, but will of course delete more text than you intend if you hold it down by mistake.

Now we can learn to use the DIARY



Remember, think of the diary as a drawer containing files which enable you to key-in the date, time and information on an appointment - and all of these files are kept in the drawer **in date order.**

N.B: You must open a **separate diary file** for each appointment. So if, for example, you have four appointments on a particular day, there will be four separate diary files for that day.

So let's try

Making a new diary file i.e. making an entry in the diary

Before you put a new appointment in a diary, you will always want to be sure that you haven't already got an appointment that clashes with it.

So when making a new diary file you should always start by **looking** at the existing files for that day.

Here goes ....

1 At the START MENU, press DIARY.
The screen will show the DIARY MENU

```
DIARY
to find file/s..FIND
```

2 Press FIND

Note that the finding line on the screen shows a date (which will either be today's date or the last date you used).

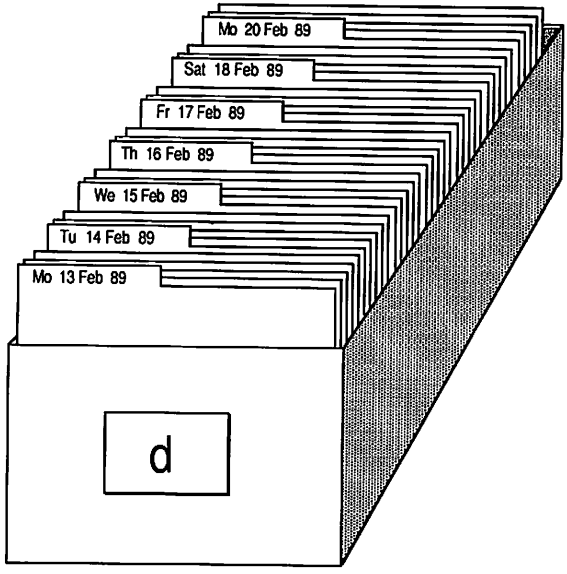
Instead of being a■, the cursor when you are dealing with a date or time is a small line under a figure or date - you'll see it's now under the day of the month.

```
0* We16Nov88
   no files
```

3 Change the date to the date you want e.g. if you want 9th December 1988, key in 0 9 1 2.
The date changes to 09Dec and the cursor moves under the 88. Note how the day of the week is set automatically once you had keyed in the day of the month, and the month.

```
0* Fr09Dec88
   no files
```

If you had wanted to change the year to 1989, you would have keyed in 0 9 1 2 8 9


Mo 20 Feb 89
Sat 18 Feb 89
Fr 17 Feb 89
Th 16 Feb 89
We 15 Feb 89
Tu 14 Feb 89
Mo 13 Feb 89
d

...MAKING A NEW DIARY FILE ...

4 As there are clearly no clashing appointments for that day, you can now make the new file, by pressing (NEW)

and the screen reads

```
d  Fr09Dec88 16:00 -
```

The "d" on the left stands for a diary file (stored in drawer "d").

(Even if there had been other appointments on that date, you would still have pressed (NEW) to open a new file, provided you were satisfied the appointments didn't clash).

5 The cursor is now under the **hour**, and you can set the time you want

e.g. for 8.45 am, key in (0)(8)(4)(5)
for 9.05 pm, key in (2)(1)(0)(5)

6 The cursor will move to the right-hand space and the screen will ask whether or not you want to set an alarm to sound at that time and date.

```
Alarm?.........y/n
d  Fr09Dec88 21:05 -
```

To set the alarm enter (y) (for "yes") and a bell will appear at the top right.

If you do not want to set an alarm, enter (n) (for "no") and the hyphen will remain at the top right.

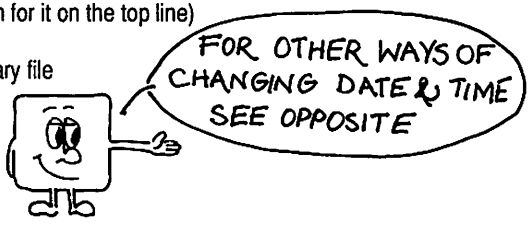
7 The cursor moves to the start of the **text** of the file and you can now enter whatever you wish to record about your appointment.

e.g. key in (m)(e)(e)(t)(i)(n)(g)(SPACE)(j)(i)(m)(SPACE)
(r)(i)(c)(h)(a)(r)(d)(s)

```
d  Fr09Dec88 21:05 🔔
meeting jim
richards
```

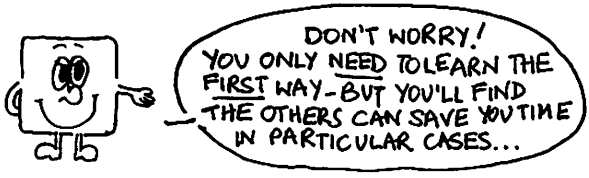
(The name "richards" has automatically gone onto the next line because the AgendA worked out that there wasn't room for it on the top line)

8 Press (START) - you've now completed a diary file



To learn about **Alarms**, please turn over.

Note on the 3 different ways to change the date and time



WAY 1 :

This is the method described opposite. You simply key in 2 digits for the day, 2 digits for the month and 2 digits for the year - then 2 digits for the hour and 2 digits for the minutes. Press ▷ if you do **not** need to change any of these. (You can move the cursor backwards or forwards so that you can change any of the items by pressing ◁ or ▷, or press ▽ to take you down to the text of the file at any stage - but see the important note at the bottom of this page.)

WAY 2 :

You can alter **any** part of the time or date that is currently above the cursor screen by using ◄DIA or DIA►

e.g. if the date shown is and you want the 17th November :

```
d  Tu15Nov88 09:30 -
```

(a) make sure the cursor is under the "15" (it goes there automatically, so it will be there unless you've already moved it)

(b) press DIA► twice - and the day will change to 17

(c) if you want to change the month, year, hours or minutes, you can move the cursor under any of them and use ◄DIA or DIA► the same way.

WAY 3 :

You can make use of the NOW key. Whenever you're on the **date/time** line of a diary file, pressing NOW will change the date and time to the present date and time.

You must not press ◄DIA or DIA► when the cursor is under the **day of the week**. If you **do** try to do this, the screen will change to

```
d  Th repeat 10:00 -
```

This is a special facility for setting regular daily alarms (see Advanced User's Manual, Repeat Alarms) - but you are unlikely to do this by mistake as the cursor can only go under the day of the week if you move it there from **right** to **left**. If it does happen, simply press *NOW* - the screen will be restored with today's date.

MAKING A NEW DIARY FILE...

Important information on Alarms

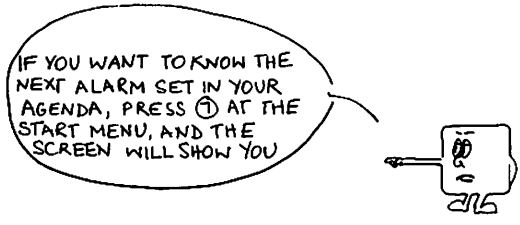
1. If you want an alarm to work, you must enter **some** text (even one letter!) in the file.
   The AgendA won't hold on to a file with no text, so the alarm wouldn't sound.
   You must then press (START).

2. You can enter any number of files with alarms - the AgendA will remember them all.

3. At the time for which you have set an alarm, the alarm will sound, whether the AgendA is then on or off. The alarm consists of two gentle but clear "bleeps" which, unless you switch off the alarm, will be repeated every minute.

   To **switch off** the alarm, once it has started bleeping, just switch the AgendA on (or if it is already on, switch it off and then on again).

For further notes on alarms, see opposite . . .



Further notes on Alarms

Do by all means; you don't need to know this to understand the rest of this Guide ...

4. When you switch on the AgendA to stop an alarm bleeping, the screen will show an "alarm message". This shows the date and time **now** on the top line, and the date, time and text of the file that set off the alarm.

   You have a choice of what to do:

   i) if you **don't** need to be reminded about the subject of the message again, just press (FILE), which will take you to the START MENU

   ii) if you want to transfer the file to your Action List (see page 32) press (ACT) - here, too, the screen will go to the START MENU

   iii) if you want to be reminded by alarm again in a short time (eg. because the alarm was to remind you to go to a meeting, but you have decided to put back your departure by 30 minutes) you press (EDIT) to get into the file, and simply put forward the time by 30 minutes (see further the note on page 63 on Alarm reminders).

   (In the rare case where you have been away from the AgendA for some time and it is bleeping because of more than one alarm, the screen will not go to the START MENU until you have dealt with each of these files.)

5. To cancel an alarm **before** it has started bleeping, you must enter the file (by pressing (EDIT)), press (△) until the cursor is on the date/time line and then press (▷) until the cursor is under the alarm indicator (🔔). The screen will ask "Alarm? .... y/n" and you key-in (n) to cancel the alarm.

6. **"Switch Off/Shut Up"** : There are occasions when you don't want an alarm to disturb you - for example, you may be going into an important meeting, and may not remember whether you have any alarms set for the next few hours. The short procedure to do this is on page 82.

7. **Repeat Alarms** : you can set an alarm to ring at the same time :
   - every day
   - every day from Monday to Friday
   - every Saturday and Sunday
   - on a particular day of the week (eg. every Monday)

   This is described in the section on Repeat Alarms in the Advanced User's Manual.

Finding a diary file

The **usual** way of finding a diary file is by **keying-in a particular date** and examining the files that appear under it. This is the way you normally look at a diary.

But the AgendA also offers a second way of finding a diary file which an ordinary diary can't do - when you know the **event** (e.g. a board meeting or a dinner) but don't remember the date.

1. How to look at the files under a particular date

You've already learned this, because you had to look at the files on a date before opening a new file to record an appointment. Remember ...

(1) Press DIARY

(2) Press FIND

(3) Enter the date, using one of the methods described on page 25.

The screen shows you :

- the number of files that have that date (top left hand)
- the **time** of the earliest file on that date (top right hand)
- the contents of that earliest file

```
3* Fr09Dec88 21:05
meeting jim
richards
```

(4) You can now look through the **other** files for that same date by pressing FILE▶ (and can look again at the earlier files on that date with ◀FILE).

(5) If you press FILE▶ after the last file for the day you are looking at, the screen shows

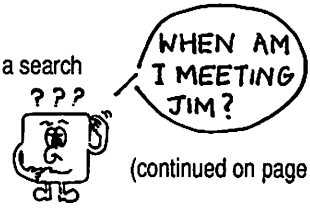
```
Last file for day
next file: FILE▷
```

As indicated, you can if you wish press FILE▶ to find your next appointment (which may not even be on the next day) and so on. Note that each time you go into another day, the number of files in the top left of the screen will increase to include the number of files on that day.

2. Finding an item in the diary when you don't remember the date

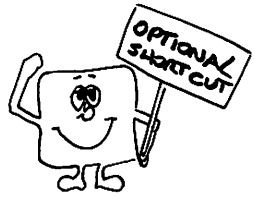
To find a diary file when you aren't sure of the date, you do a search as if you were looking for an ordinary **undated** file.

e.g. if you want to know the date you have an appointment to meet jim richards:



(continued on page 30)

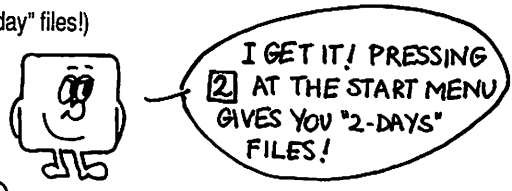
" 2 - day " (today)



Here's a very useful short-cut.

At the START MENU, if you press (2) , the screen will show you the first of **today's** files.

(Easy to rember - (2) = "2-day" files!)



- in other words, pressing (2) at the START MENU gives the same result as pressing

(DIARY) + (FIND) + *NOW*

EXAMPLE :

So if you want to make a new file for later today (e.g. to set an alarm to remind you to leave the office in a half-hour's time):

(1) press (2) - which "finds" today's files

(2) press (NEW) to make a new diary file

(3) use (◀DIA) and (DIA▶) to move the hours and minutes to the time you want, (or key in the time direct)

(4) press (y) for alarm, when asked.

(5) key in some text

e.g. (l)(e)(a)(v)(e)(SPACE)(o)(f)(f)(i)(c)(e)

(1) Press FIND (don't press DIARY)

(2) Enter j i m (or r i c h a r d s)

(3) The AgendA will find **all** files (ordinary and diary ones) which contain the letters you have entered - and the most recently used will be on the screen.

(4) If there is more than one file, and the one you are looking for isn't on the screen, press FILE until it appears.

```
  2* □jim■
d  Fr09Dec88 08:00 -
meeting jim
richards
```

You can use this method where, for example, you want to know the dates of your R and D meetings for the rest of the year. Key in r SPACE a n d SPACE d and the screen will show you how many R and D meetings you have diarised in your AgendA, and will show you one of them - you can see the others by pressing FILE .

Editing a diary file

Editing a diary file (i.e. adding to it, deleting part of it or changing it) works the same way as editing an ordinary file, but in addition you can **change the date or time.**

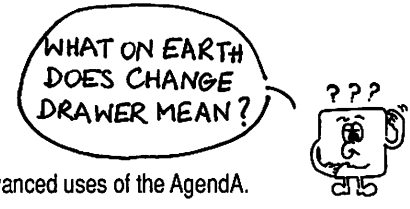
(1) First FIND the diary file you want to edit

(2) Press EDIT and the cursor will jump into the text of the file, to the position it was in when the file was last worked on.

(3) You may now edit the text of the file (e.g. to change the place of an appointment).

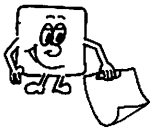
To change the date or time .....

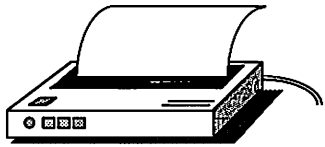
(4) Press △ several times until the cursor is on the date/time line. The screen will show a message "change drawer?"



Ignore it! It's to do with more advanced uses of the AgendA.

(5) Press ▷ , and the cursor will move under the date/time, allowing you to change the date or time of an appointment, or to set (or cancel) the alarm.





Printing your daily appointments

If you have a printer and the appropriate printer cable, it's very easy to print a list of your appointments every morning - or the evening before.

Printing is explained in detail on page 46, but here's a summary of the steps to print your day's diary:

(1) Plug the AgendA into the printer, and switch on the printer.

(2) Switch on the AgendA, and at the START MENU press (DIARY) followed by (FIND) .

(3) Set to the correct date if necessary (it will be showing today's date).

Note that the top left hand corner of the screen shows the number of appointments you have diarised for the day - you have now assembled the files for the day.

(4) Press (START) again.

(5) At the START MENU press (4) to give you the Menu dealing with groups of files. Note that this will also show the number of appointments you have diarised for the day.

```
   6 files in Group
Print.....p Wipe...w
Reassign..r
Second search...HOLD
```

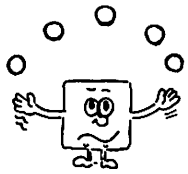
(If you ever forget what number to press for groups of files, press (HELP) at the START MENU and the screen will remind you.)

(6) As the files in groups menu tells you, press (P) and the day's appointments will be printed.

```
d  Fr01Sep89 08:00 -
       meeting jim richards

d  Fr01Sep89 09:00 -
       meet simon at office

d  Fr01Sep89 10:45 -
       board meeting

d  Fr01Sep89 13:00 -
       lunch Fellowes

d  Fr01Sep89 14:30 -
       legal dept meeting

d Fr01Sep89 20:00 -
      dinner harry's bar
```

Note: As explained on page 28, you can "find" more than one day's files at a time - and you can then print all these files at the same time by the same method described above.

THE ACTION LIST



This is a very useful facility of the AgendA.

Everybody keeps an "action list" in one form or another - things you need to do, people you need to phone or write to. They start off neat, but soon get very messy and difficult to read as items are deleted, added or changed. The AgendA's Action List makes it possible to keep a **clean list** at all times - and to print it out whenever you wish.

Think of the Action List as a **separate drawer** containing all the files which represent the things requiring your action. These can be **diary** or **ordinary** (undated) files.

When the alarm reminds you to do something and you can't do it immediately, you can add it to your Action List with a single key stroke.

How to put new files into the Action List

(1) Make the new file in the normal way

(2) At any point press (ACT)

The screen will flash "The file is now on Action List"

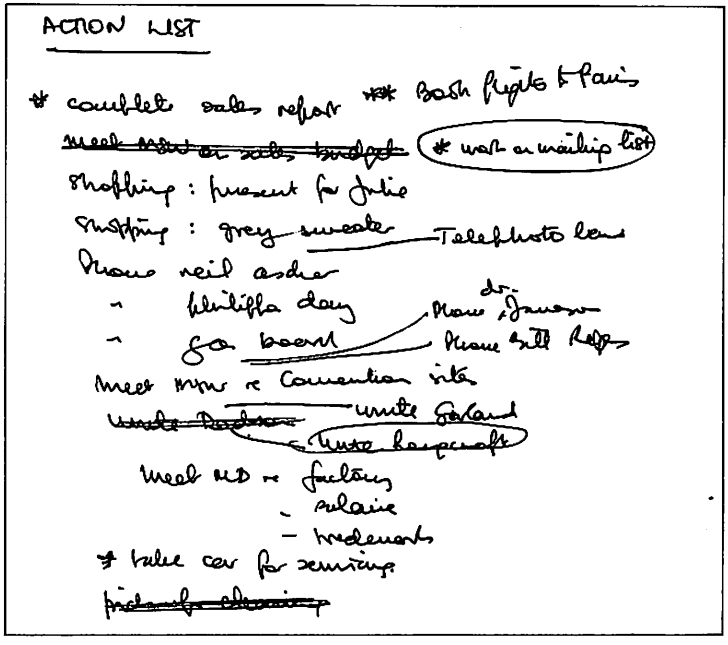
Note that the letter at the top left of the screen has now changed to "a" (for the Action List drawer)

How to put existing files into the Action List

(1) Find the file

(2) Simply press (ACT) even if the cursor is still on the top line of the screen

(3) The screen will flash indicating that the file has now been moved to the Action List.



For hints on how to organise your action list in different sections (urgent action, phone calls etc), see page 64

How to inspect the Action List

At the Start Menu, press ACT

The screen will show the most recently used Action List file.

You can now go through the list file by file by simply pressing FILE

To **remove** files from the Action List, key *CUT* (i.e. SHIFT + COPY).

note:

Incidentally, if you want to **change** any files in the Action List, you can do so in the normal way by pressing EDIT (to enter the file) and then deleting and keying-in text as required.

e.g. by moving the cursor up to the date/time line, you can change the date/time, and reset or cancel the alarm.

Transferring alarm files to the Action List

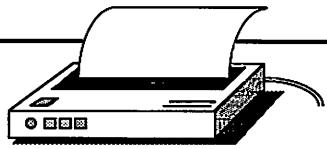
When the alarm bleeps and you switch on the machine to switch off the alarm, the screen will show you the file that set off the alarm (as explained on page 27).

If you wish to transfer that file to the Action List (e.g. if it requires action but you aren't able to tackle it immediately), simply press ACT

- the screen will flash to show that the file is now on the Action List
- and the screen will show the START MENU.

note: (If you have been away from your AgendA for some time, it may be bleeping because of more than one alarm. If so, the earliest alarm file will show first, then the next one and so on.).

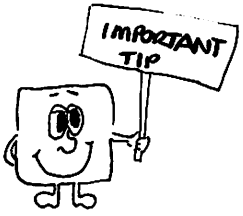
Printing your Action List



The "tips on action lists" section on page 64 explains how to set up and print out your Action List in order.

The handwritten Action List shown on page 33 would become :

```
-ACTION LIST

**BOOK FLIGHTS TO PARIS
*complete sales report
*take car in for servicing
*work on mailing-list
meet MSW re - convention plans
            - sales budget
            - slide projector
meet MD re - factory
           - salaries
           - trade marks
phone bill rogers
phone dr. jameson
phone gas board
phone neil asher re lunch
phone philippa
shop: grey sweater
shop: telephoto lens
write: dodson
write: garland
write: longcroft
```



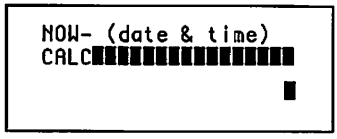
If you are by now using your AgendA regularly, you should protect yourself against losing your data by mistake (or even losing your AgendA!) by starting to make a regular practice of taking a "security copy" of your AgendA's memory on a Storage Card - see page 52 for how to do this.

CALCULATOR

The AgendA turns into a Calculator when you press CALC .

Note that, for your convenience, you may go to the Calculator **either** when you are at the START MENU **or** when you are in the text of a file.

Try pressing CALC, and the screen will show with the cursor at the bottom right hand corner.

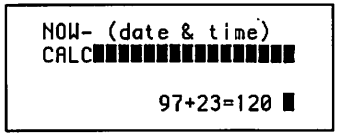


Addition and subtraction

Simply key in the figures and signs (it is **not** necessary for you to press SHIFT before + - £ $ etc. When you are in the Calculator these keys automatically go to their signs. The decimal point is at the bottom right-hand corner of the keyboard).

If you are only adding or subtracting 2 numbers, press the = key for the total

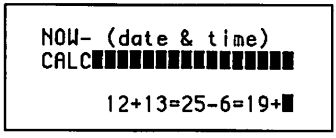
e.g. 97 + 23 = shows



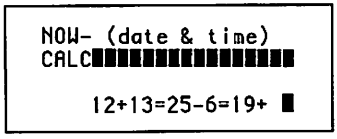
Note the **space** after the total : this means that it is a **full total** and the Calculator is ready for a fresh calculation.

If you are adding or subtracting more than 2 numbers, you will see that the screen **shows a sub-total** after each number followed by the + or- sign you last keyed in

e.g. 12 + 13- 6 + shows



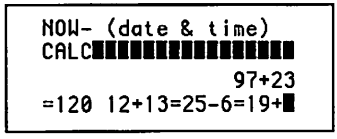
At any stage, you can turn the sub-total into a total (thus preparing the calculator to start a fresh calculation) by pressing DEL **twice**. (Note that if you turn a sub-total into a total, the screen will show a + sign after the total, followed by a space).

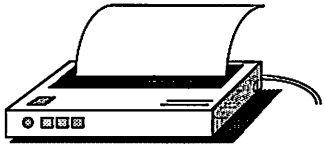


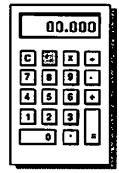
The AgendA calculator has the great advantage that you can check the figures you entered, as they remain visible until replaced by other calculations - or removed from the screen by pressing DEL **three times**.

So let's see what happens if you do the above two sets of calculations on the same screen :

Note that the two bottom lines of the calculator screen should be read as if they were one long line





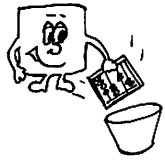


Printing out calculations

At any time, you can print out any calculations on the screen by using the *PR.SC* key - provided the AgendA has been correctly connected to a printer **before** doing the calculation (see page 46).

PR.SC will make the printer print out exactly what is showing on the screen at that time.

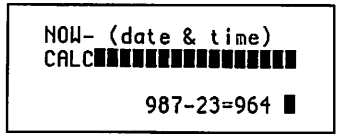
N.B: If you intend using your AgendA as a printing calculator, remember to connect it to the printer **before** switching on the AgendA and starting your calculations.



Using the DEL key

Pressing DEL **ONCE** deletes the latest number you have keyed-in - so that you can key in the correct one.

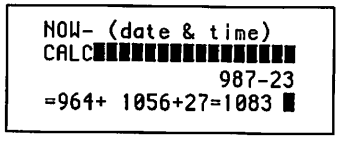
e.g. if you key 987 - 24 DEL - 23 =
the bottom line of the screen will show



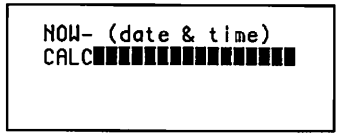
Note that when you delete the number, the AgendA automatically shows a + sign after the previous number - if you want to change it to some other sign, simply key in that sign.

Pressing DEL **TWICE** turns a sub-total into a total, so you can start a fresh calculation (but the last calculation will remain on the screen - a useful facility for comparing calculations).

e.g. if you key 987 - 23 + (getting a sub-total of 964 followed by a + sign), you can then change this into a total by pressing DEL DEL .
A space appears after the + sign, showing that the 964 is now a **total**, and you can then continue with a fresh calculation.



Pressing DEL **THREE TIMES** clears the bottom two lines of the screen

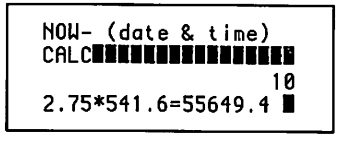


Multiplication and Division

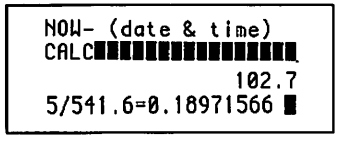
Simply key in the figures and signs.

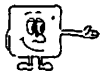
Note that, in common with computer practice, multiplication is displayed on the screen as * and division as /

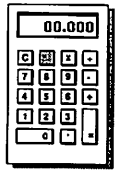
to multiply 102.75 by 541.6, key
e.g. 102.75*541.6=
and the bottom two lines of the screen show



or try **dividing** 102.75 by 541.6 and the bottom two lines of the screen will show







Press DEL ONCE

NOW- (date & time)
CALC
987-23

DEL

deletes the last number

NOW- (date & time)
CALC
987+

Press DEL TWICE

NOW- (date & time)
CALC
987-23=964+

DEL DEL

turns the last number into a total - ready for next calculation

NOW- (date & time)
CALC
987-23=964+

Press DEL THREE TIMES

NOW- (date & time)
CALC
123*456=56088

DEL DEL DEL

clears whole screen

NOW- (date & time)
CALC

Display of results

The calculator works to 8 significant figures accuracy, and normally displays results between 0.1 and 9,999,999 in everyday format. Results of calculations lying outside the above range are displayed in scientific format

22/1000=2.2E-2.

...Rounding off to 2 decimal places

You can specify that the answers are to be displayed on the screen rounded to 2 decimal places. To do this you simply key in a $ or £ sign before one of the numbers.

$49.7 * 11.113 gives $552.32, not 552.3161

The rounding applies until the next time you press DEL DEL DEL

(Mathematicians please note : the rounding applies to the sub-totals held in the AgendA and not merely to the displayed result.)

Percentages

The (%) key in the calculator is a powerful tool for working out discounts, surcharges, etc. - and is particularly useful for calculating VAT.

e.g. to find 15% of £117.70

key (£)(1)(1)(7)(.)(7)(0)(*)(1)(5)(%)

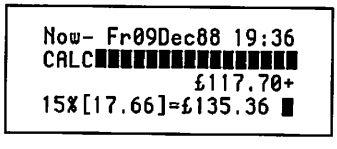
to get the answer £17.66

You can calculate both the VAT **and** the total price in one calculation

e.g. if the price without VAT is £117.70,

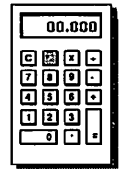
key (£)(1)(1)(7)(.)(7)(0)(+)(1)(5)(%)

and the screen shows:



Note that the VAT is shown in the brackets, and the price including VAT is shown after the "=" sign.

For more examples, see opposite page



More examples

1. At a VAT rate of 15%, what is the price exclusive of VAT if the price including VAT is £23.22?

   Key £ 2 3 . 2 2 / 1 1 5 %

   and the screen will show :

```
Now- Fr09Dec88 19:38
CALC
                £23.22
/115%[3.03]=£20.19
```

2. An article marked £19.72 is offered at a discount of 8%. How much is the discount, and what is the reduced price?

   Key £ 1 9 . 7 2 - 8 %

   and the screen will show :

```
Now- Fr09Dec88 19:38
CALC
                £19.
72-8%[1.58]=£18.14
```

... CALCULATOR ...

Leaving the calculator

Pressing (START) in the calculator will always return you to the START MENU.

If you entered the calculator when you were within the text of a file, you can return to that file as follows:

(EDIT) will return you to the file, at the same place where you were working

or

(COPY) will not merely return you to the file, but will insert the result of the calculation into the text of the file at the cursor position.

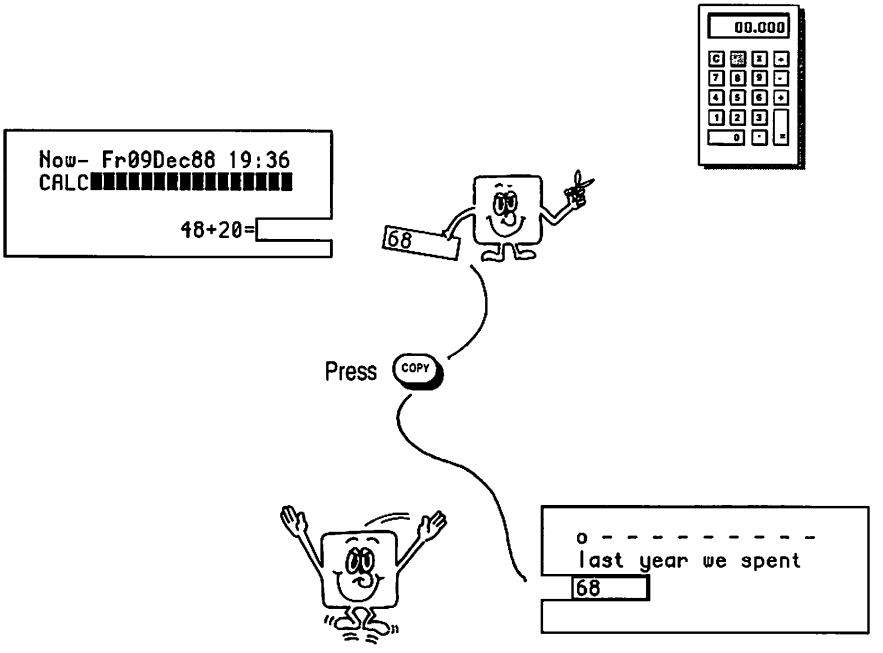
So, if you are working inside a file (say, your expenses file) and need to make a calculation :

(1) Press (CALC)

(2) make the calculation

(3) press (COPY), and the result will be inserted into the text of the file - and you can continue working in the file.

If there is no calculated result (i.e. if the two bottom lines of the calculator were blank when you pressed (COPY)), the **date** will be inserted in the file.


00.000
Now- Fr09Dec88 19:36
CALC
48+20=
68
Press
COPY
o - - - - - - - - - -
last year we spent
68

REMOVING FILES FROM THE MEMORY

As far as possible, you should try to remove files you no longer need - such as past appointments from your diary, and Action List files that you have acted on.

There are 2 reasons for doing this :

(1) when there are a large number of files in the AgendA, it starts to take longer for the AgendA to find a file - only a few seconds longer, but removing unnecessary files will keep it at maximum speed;

(2) if you never remove files, the memory of the AgendA will eventually get **full**.

Removing one file at a time ("cutting")

The easiest way to remove files is to remove them one at a time - this is called a "CUT".

When you have the file on the screen, with the cursor on the finding line, simply:

press (SHIFT), then press the (COPY) key (marked "CUT" on top).

The screen will flash with the message ...

```
PASTE
To recover file
```

and will then move on to the next file.

Don't worry! The reason why the screen flashed "PASTE to recover lost file" is to remind you that the AgendA gives you a "last chance" to **get back a file you have "cut"**.

To recover the file you "cut" in error, just press (PASTE) .

The screen will flash the message and will then show the START MENU. The file is now back in the memory.

```
last erased
file recovered
```

Removing one day's diary files at a time ("wiping")

The easy way to clear your "used " diary files is to remove each day's diary files as a group when you no longer need them.

This is described opposite.

Removing one day's diary files at a time ('wiping')

(1) Find that day's files in the normal way

i.e. - press DIARY
- press FIND
- set required date

```
  6* Fr09Dec88 08:00
meeting jim
richards
```

(2) Note that the screen shows you the number of files in the diary for that date, and the time and text for your earliest appointment

(3) Press START (the screen will show the START MENU)

(4) Press 4 to give you the Menu dealing with groups of files. (Press HELP if you can't remember what to press for groups of files). When you press 4 the screen will show...

```
   6 files in group
Print.....p Wipe...w
Reassign..r
Second search...HOLD
```

(5) Press W (for wipe)

```
6* Fr09Dec88

Wipe these files
  Proceed......Y
```

(6) Check again that you are deleting the files for the right date - the screen shows that you are asking to delete the 6 files relating to Friday 9th December 1988, which is correct.

(7) To proceed with the wipe, follow the instruction on the screen : press CAPS then Y (the screen asks for a capital Y - to make extra sure you don't wipe by mistake!)

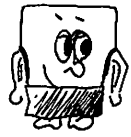
```
0* Fr09Dec88

   no files
```

(8) In a few moments, the screen will return to the START MENU.

N.B: As explained on page 28, you can "find" more than one day's files at a time - and you can then wipe all these files at the same time by the method described above. The number in the top left will show you the number of files you are deleting.

WARNING: Once you have **wiped** files, you can't recover them - so be sure you're happy to wipe before doing so.

PRINTING



Setting up for printing

1 Plug the printer cable into the printer

2 Plug the other end of the printer cable into your AgendA

N.B: The AgendA **must be switched OFF when you plug the printer cable into it** (and when you unplug the printer cable from it)

3 Switch on the printer and the AgendA, and you are ready to print (assuming you've got paper in the printer!)

There are 3 types of printing :

- Printing the contents of the **screen**
- Printing a **single file**
- Printing a **selected group of files**

Printing the contents of the screen

If what you want to print is all visible on the screen, simply press *PR SC*

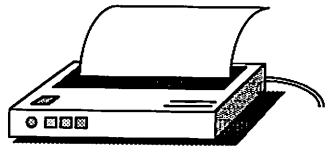
i.e.

- and the contents of the screen will be printed.

This is particularly useful if you want to print out the results of calculations you have made on the calculator.

Note: This assumes you already had your AgendA plugged into the printer. If not, you will have to switch off your AgendA, plug the cable from the printer into the AgendA and then switch on the AgendA and the printer.

If you are going to use your AgendA as a printing calculator, you should always connect the AgendA to the printer before starting to use the calculator.



Notes on printers

There are many types and makes of printers. The AgendA will work with practically all of them although (as with any computer) some of them will require special "interfaces" and perhaps special settings.

Far and away the most common and popular have what is called a parallel interface and the AgendA has been designed to drive these printers very easily.

If you have one of the popular printers, you will probably find that the AgendA is already set up to drive it without any adjustments. (Your dealer will know what printers are easiest to use - or you can get this advice direct from us).

The cable

You will need the **right cable** to connect your AgendA to your printer. You can get this from a dealer - or can order it direct from Microwriter Systems plc.

Settings to cater for different printers

Even some parallel interfaced printers differ in detail e.g. some are set to give an automatic "line-feed" and others not, so the one will produce double-spacing and the other single-spacing. Sometimes the adjustments can be made on the printer itself (as described in the printer's instruction booklet). In other cases the adjustment to meet your own requirements is made by altering the pre-set printing instructions on the AgendA itself - as described in the Advanced User's Guide.

Serial Printers using an RS232 interface are also common, and the AgendA is also pre-set to handle the most popular of these. They require a different cable, also obtainable from Microwriter Systems plc.

By suitable settings in the AgendA described in the Advanced User's Guide, the AgendA can handle a wide range of printing instructions - single or double spacing, bold type, wide or narrow margins, right-hand justified margins and many others. It can also be instructed to deal with sheets of paper, rolls of paper or fan-folded paper.

Printing a single file

This is also **very** simple:

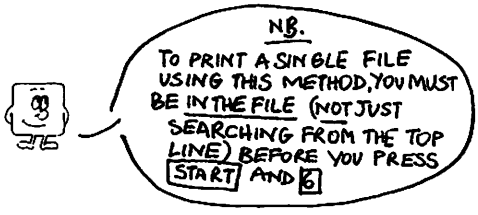
With your AgendA switched off, plug the cable from the printer into your AgendA, switch on the printer and the AgendA and then:

1 (FIND) the file you want to print

2 Press (EDIT) to get into the text of the file

3 Press (START)

4 Press (6), and the contents of the file will be printed.


NB.
TO PRINT A SINGLE FILE USING THIS METHOD, YOU MUST BE IN THE FILE (NOT JUST SEARCHING FROM THE TOP LINE) BEFORE YOU PRESS START AND 6

Note:

If you can't remember what number to press **to print a file**, press (HELP) at the START MENU and the screen will remind you.

```
Print file.6 Alpha.3
Group of files
 (wipe, print etc).4
Misc (back-up etc).5
```

If you are in the text of a file and decide you want to print it at a time when your AgendA is not already plugged into a printer, you will switch off your AgendA, plug the cable from the printer into the AgendA and then switch on the AgendA and the printer. You can now go straight to step (4) by pressing (6) - you will find that the file you were workng on will be printed.
(If you want to check before printing, go to step (2) first, by pressing (EDIT)).

Notes on formatting

It is important to note that text entered into the AgendA is **stored as a single line** even though it may appear differently on the screen.

For instance text which appears on the display as follows

```
Write to bank re
new account for
club funds
```

... is stored in the AgendA's memory as ;

Write to bank re new account for club funds

When printing using the *PR SC* key (print screen) the text would print out in the same format as displayed.

However if you instruct the printer to **print the file** the text would print out in the format in which it is stored i.e. as a single line.

Carriage returns

Unless otherwise instructed, the AgendA will print out each line of text as near to 72 characters long as possible without splitting a word. If you want a shorter line, then enter a carriage return immediately after the last character you want to appear on that line of text. (The Carriage Return key is the one on the bottom right of the keyboard marked ↵. It displays as ⌟ . Every time you press ↵ , the text that follows will be printed on a new line). To leave a blank line, it is necessary to input a **second** carriage return.

Printing a group of files

Let's start from the point where you have selected a group of files that you want to print

e.g. - your appointments for a day (DIARY , FIND , set date)
or - the contents of your Action List (ACT)
or - all files containing, say, the word Brussels (FIND b r u s etc.).

Now...

1 Make a mental note of the number of files in the group

2 Switch off your AgendA

3 Plug the cable from the printer into your AgendA and switch on the printer

4 Switch on your AgendA

5 Press 4 to get the Group of Files Sub-Menu, and check that the number of files shown is the same as the number you noted (to make sure you haven't made a mistake)

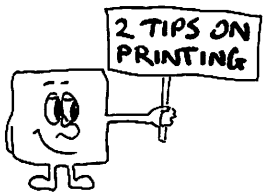
(If you forget what number to press for the group of Files Sub-Menu, press HELP and the screen will remind you).

```
6 files in group
Print.....p Wipe...w
Reassign..r
Second search...HOLD
```

6 As indicated on the Sub-Menu, press p to print
As the group of files is printed, each file will appear briefly on the screen.

If your AgendA is already connected to the printer when you select your group of files, you simply:

- press START
- press 4 (and cross-check number of files)
- press p



1 As the AgendA thinks faster than most printers, it will usually finish sending the text to the printer long before the printer finishes printing. As soon as the AgendA screen shows the Start Menu, you can start using it again, even though the printer is stiill printing (the rest of the text from the printing instruction has been copied into the temporary "buffer" memory of the printer).

2 If, when you press the key for printing, the AgendA screen states that it is printing but the printer is not moving, it is worth checking whether the printer is set to "Off-Line" - many printers have an On/Off Line setting, and will only print when in the "On Line" position.

N.B: Always remove the printer cable from your AgendA when you have finished printing - leaving it plugged in can drain the battery (even when it is switched off)

and

Always switch off the AgendA before removing the printer cable.

Easy! Just switch off the printer and the AgendA.

SECURITY COPY - 'Back-up' and 'Restore'

Although the AgendA is designed to make it highly unlikely that it will ever lose the information in its memory, **everyone** who uses any computer knows that it is good practice to take a "security copy" **regularly**. Quite apart from safeguarding you against any fault in the machine, it will also protect you against the consequences of **losing your AgendA** or having it **stolen**.

We strongly recommend that you buy a "Storage Card" and make a practice of taking a 'Back-up' copy on the card every day.

It only takes a **few seconds** and the same card can be used **again and again** indefinitely.

It is not necessary to "restore" the memory from the memory card to the AgendA except when you have lost the AgendA or something has gone wrong with it - or if you want to duplicate the contents of the memory of one AgendA into another AgendA (e.g. a secretary's AgendA).

To take a 'back-up' copy

1 Slide a Storage Card into the Slot B at the back of your AgendA, **with the AgendA switched off**.

2 Switch on the AgendA, open a new file and key in a note to identify the Back-up you are about to make : eg. back-up We24May89

3 Press (START) and then (5) for the MISC MENU (remember that if you forget what number to press for the MISC MENU, just press (HELP) and the screen will remind you).

```
MISC MENU
Back up..b Restore.r
Date & time set....d
Switch off/Shut up.s
```

4 As the MISC MENU tells you press (b) for back-up and the screen will show

```
BACKUP: wipes the
card & copies all
AgendA files to it
 Proceed.......Y
```

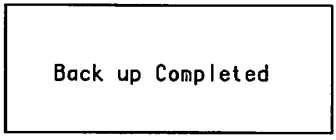
(If you proceed, the Card will be wiped of all its existing contents, as the new back-up is written in to it.)

5 Press (CAPS) (Y) (as the screen is asking for a capital Y, the AgendA will not react if you fail to press (CAPS) first.)

The screen will show

```
Back up
in progress
```

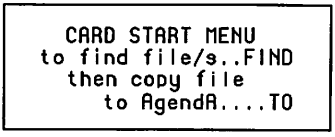
6 When all the information in the AgendA has been copied to the Card, the screen will flash the message



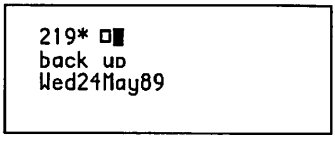
The screen will then change to the START MENU.

7 If you want to make quite sure that you have made a proper back-up, you can inspect the Card as follows:

press *FLIP* (i.e. SHIFT START) and the screen should show



press FIND, and the screen should show the last file you keyed in (under step (2))

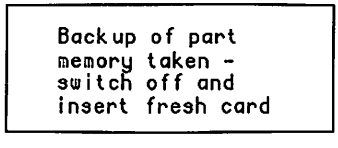


Switch off the AgendA and remove the Card.

Make a clear note on the label on the Card of what it contains (e.g. AgendA back up copy Wed 24 May 89).

Note: If the back-up has not succeeded, the reason is probably that the Card was not firmly in place. Switch off, take out the Card and re-insert firmly, and repeat the procedure.

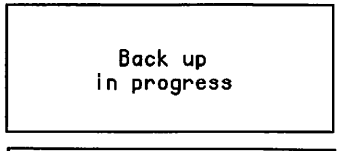
N.B: If you have a 64k AgendA and have more than 32k of information in your AgendA, the Card will only be able to take a back-up of the first 32,000 or so characters. In this case, the screen at step (6) will show:



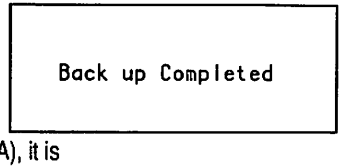
8 and you continue as follows:

(a) Switch off the AgendA, take out the first Card and insert another in the slot

(b) Switch on the AgendA: the screen will show



(c) When the rest of the back-up has been taken, the screen will show



Switch off the AgendA, remove the Card and make a clear note of its contents on the label.

In rare cases (where you have very long files in your AgendA), it is possible that you need 3 cards to make a back-up of a 64k memory.

To restore from the Storage Card to the AgendA

You must be very careful before using the restore procedure, as it will **wipe out whatever is in your AgendA's memory** and substitute what is on the Card. There is no risk of doing this in error unless you are very careless, as the AgendA **warns** you before proceeding.

Of course, it will very seldom be necessary for you to restore the contents of a back-up to your AgendA - generally this will only be necessary if you have lost your AgendA or through some misfortune lost the contents of its memory.

(1) Slide the Card into Slot B at the back of your AgendA, **with the AgendA switched off.** Make sure from the note on the Card that it is the **right card!**

(2) Switch on your AgendA, producing the START MENU

(3) If you want to make **quite sure** the Card is all right, inspect the Card

(a) press *FLIP* (SHIFT START) and the screen should show

```
CARD START MENU
to find file/s..FIND
  then copy file
     to AgendA....TO
```

(b) press FIND and the screen should show the last file you keyed-in

```
219* □
back up
Wed24May89
```

(c) press *FLIP* (SHIFT START) to return you to the AgendA's memory

```
START MENU
to make new file.NEW
to find file/s..FIND
to use diary...DIARY
```

(4) Press 5 for the MISC MENU (remember, if you forget what to press for the MISC MENU, press HELP and the screen will remind you)

```
MISC MENU
Back up..b Restore.r
Date & time set....d
Switch off/Shut up.s
```

(5) As indicated on the MISC MENU Press *r* for restore and the screen will show

```
RESTORE: wipes the
AgendA, reinstates
backup from card.
 Proceed.........Y
```

continued opposite

Restoring more than 32k of memory

If you have a 64k AgendA and have more than 32k of information in the AgendA, the back-up will have been made on 2 cards, so when the screen shows ...

```
Successful recovery
of this card -
switch off and
insert next card ?
```

you should, as indicated:

Switch off the AgendA and insert the other Card in the slot.

Switch on the AgendA : the screen will show

```
Recovery
in progress
```

When recovery has finished, the screen will show

```
Successful recovery
of this card -
switch off and
insert next card ?
```

Press (START) (to tell the machine that there are no more Cards to restore), then switch off the AgendA and remove the Card.

(6) Enter (CAPS) (Y) and the screen will show

```
Recovery
in progress
```

(7) When all the information has been restored the screen will show

```
Successful recovery
```

(8) You may now start using the AgendA (with the restored contents of its memory) by pressing (START) . Remember to **switch off the AgendA** before removing the Card.

Even though you have "restored" the contents of the Card to the AgendA's memory, the Card will retain a copy until you next use it as a back-up.

MEMORY CAPACITY - and Storage Cards

The AgendA comes in two versions. The 32k version has a memory sufficient to store about 32,000 characters (i.e. letters, numbers etc.). This is equivalent to about 6,500 words - or 20 A4 pages of close-typed text. (As a matter of interest, because of the way the AgendA is programmed, spaces do not usually use up a character in the memory.)

The 64k version has double this capacity, i.e. it can store about 13,000 words.

You can check how much **free** memory you still have available by pressing *NOW* (i.e. SHIFT CALC) at the START MENU.

The screen will show something like

```
Now-Fr09Sep88  19:44
PASTE length...  191
File length...    19
Free.....30474
```

This tells you that you have space for 30,474 more characters in the memory.

When you are running close to filling the memory the AgendA's screen will warn you by flashing and the machine will start operating more slowly.

```
Memory
nearly full
```

In practice you should never fill the memory entirely, as the AgendA needs some of the memory for working space. As a general rule, you need to allow "free" space of about 4 characters for every file you have in the memory. Or more simply, when the number of free spaces drops below about, say, 3,000, you should start worrying about increasing the memory space available.

Most people will find that 32,000 characters are ample for their needs, provided they remove files they no longer need from time to time (see page 44).

But if you need more memory, you can either send in your AgendA to have its memory increased to 64,000 characters, or use Storage Cards to extend the memory available to you. The way in which you can use Storage Cards to extend the memory is described in detail in the Advanced User's Guide.

Note on 64k Machines and Storage Cards

If the reason why you are running out of memory space is that you are using your AgendA for creating long files (e.g. reports, speeches, articles or even the text of a book), having your AgendA's memory extended to 64 k will be a simple and trouble-free solution.

If however the reason you are running out of memory space is that you have created many different files in your AgendA, then simply increasing the AgendA will not entirely solve your problem, because when the number of separate files in the AgendA starts to get really big (say over 500 files), the time it takes to FIND a file will start to increase noticeably.

But there are 3 simple alternative solutions to solve the problem of longer search times when you have a large number of files:

1 If a significant amount of the information in your AgendA is used only occasionally (e.g. all your information, phone numbers etc., on various countries in Europe, which you only need when travelling there) you can transfer this information from your AgendA's memory on to a Storage Card.

2 You can use the "separate drawer" facility described at the beginning of the Advanced User's Guide. By dividing your files into separate drawers, you can ensure almost instantaneous searches for an Agenda with 1,000 separate files or even more.

3 Where you have put surnames at the beginning of each file (e.g. in files listing phone numbers or names of customers), you can also ensure almost instantaneous searches by deleting the "finding sign" before doing a search : this is explained in the "tips" on page 60.

Remember: you can put up to 8,000 characters in a single file - although for convenience you will probably find it better to divide even long pieces of text into files of about 2,000 characters.

HINTS ON GETTING BETTER USE OUT OF YOUR AGENDA

Well, that's it

You now have a good working knowledge of how to use the AgendA for all the purposes set out on page 1.

The rest of this Guide is designed to enable you to get even better use out of your AgendA:

General tips	page 59 to 63
Tips on Action Lists	page 64 and 65
The benefits of Microwriting	page 66
Using an AgendA with your secretary	page 68 and 69
The rest of the keyboard	page 70 to 75
Having problems?	page 76 to 79
Setting the AgendA's Calendar/Clock	page 80 and 81
Switch off/Shut up	page 82
The Important Menus	page 82

General Tips

1 Use separate files for different pieces of information

Don't hesitate to use **separate files** for **different pieces of information.** The more information is split into separate files, the easier it is to find a particular piece of information. And it is easy to remove a piece of information you no longer need if it is in a file of its own.

2 Capital Letters

You'll have noticed that we have generally not bothered to use capital letters in the examples of files. This is done simply to save the time and effort of pressing CAPS - and we tend to use Capital letters only when we want something to stand out, or when we're going to print out text for someone else.

But it's **entirely** up to you to decide ....

3 Abbreviations

Similarly, you **may** feel it's worth **abbreviating** wherever you can, as this saves time, screen space and memory - all that matters is that you can understand what it says, and feel comfortable with the result.

But once again, it's entirely up to you.

If you do decide to make a practice of using abbreviations, you may find it worthwhile developing your own set of **standard abbreviations** for the people, subjects or places you are regularly inputting into the AgendA.

And here's a tip that will make it quicker to find files with abbreviations; try making a habit of putting (say) a + sign immediately after all of your regular abbreviations.

e.g. ny + for New York
mtg + for meeting
fin + for finance

The advantage of putting in the + sign is that it makes the abbreviation unique. If you're trying to find all files with "New York" in them and key in "ny", theAgendA will also find any files containing the words "any" or "many" etc. - if you use ny+ for New York, then keying-in "ny+" will **only** find the New York files.

4 Keep the important information visibile

When looking through files from the finding line, the top **three** lines of each file show on the screen (without having to use the ▽ key to see more lines). It therefore makes sense to keep the important information at the top of the file.

For example, to create a **phone number** file :

wrong way: (phone number doesn't show)

charles hartwell
friend of george
harrison
010-41-30-293273

will show as

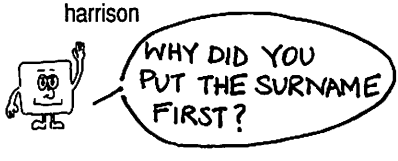
```
223* □
charles hartwell↵
friend of george
harrison
```

right way:

hartwell charles
010-41-30-293273
friend of george
harrison

will show as

```
223* □
hartwell charles↵
010-41-30-293273↵
friend of george
```



5 Put the surname first at the beginning of a file

Because the AgendA searches for a word anywhere in the file (actually in the first 100 characters of a file), you don't strictly **need** to put a name in any particular order to be able to find it later.

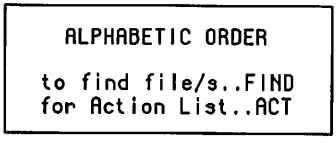
But there are two big benefits from putting the surname first if you are creating a name and phone number and/or address file.

The first is that you can ask the AgendA to present information to you **in alphabetical order**, based on the first word or name in each file. So if you put surnames first in each file, you can later inspect the files (or print them out) in alphabetical order.

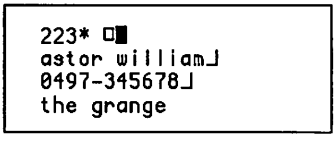
Remember to inspect files in **alphabetical order**:

1 At the START MENU, press (3) for alphabetical order

(If you forget what number to press for alphabetical order, press (HELP) at the START MENU, and it will tell you.)



2 As indicated on the screen, press (FIND). The screen will show the first of the files in alphabetical order - remember the number at the top is the number of files in your AgendA.



3 You can now inspect your files in alphabetical order by pressing (FILE).

You can also **print files in Alphabetical Order** - see the example of how to print an Action List in alphabetical order on page 65.

The second benefit from putting the surname first is that it helps you in ...

6 Speeding up searches by deleting the 'finding sign'

When you have a lot of files in your AgendA, you may notice that it takes rather longer to find a particular file. As explained on page 57, you can solve this problem either by transferring some of the files to a Storage Card or by using the "separate drawer" facility described at the beginning of the Advanced User"s Guide.

But provided you follow the practice of putting surnames right at the beginning of each file, you can do virtually instantaneous searches even where there is a large number of files in the AgendA.

Each time you press FIND, simply press DEL before you start keying-in the surname of the person whose file you are seeking. This deletes the "finding sign" □ and means that the AgendA will **only look at the beginning of each file** to find the letters or characters you are keying-in - and this will save it a considerable amount of time.

7 Using your AgendA to make business lists

Assume you want to collect a list of "prospects" to whom you hope to sell something.

Each time you make a file with the name of someone you regard as a prospect for a sale, simply key-in the word "prospect" somewhere in the file.

e.g.
barnett george
(h) 031-296-5974
(o) 031-316 2595
prospect

hawthorn robin
(h) 031-253 5627
prospect

When you want to view your prospects, press FIND and key in
(p)(r)(o)(s)(p)(e)(c)(t) (or even just "pros")

and your screen will show

```
 12* □pros■
hawthorn robin
(h) 031-253 5627
prospect
```

- the number at the top shows that you have 12 prospect files, and the screen shows the most recently entered one.

You can view the other 11 by pressing FILE▶

OR you can view them all in alphabetical order from the START MENU by keying

1 (3)

2 FIND

3 (p)(r)(o)(s)

```
 12* □pros■
barnett george
(h) 031-296 5974
(o) 031-316 2595
```

```
 12* □pros■
(h)031-296-5974
(o)031-316 2595
```

(note that the barnett file appears even though the word "prospect" isn't visible on the screen - you can see the word prospect by pressing ▽.

remember: instead of inputting "prospect" each time, you could decide to use an abbreviation - e.g. pro+ - this will make it quicker to find these files.

8 Highlighting lists of customers etc. to contact now

Assume you have a list of over a hundred customers or sales prospects, and want to be able to see at a glance which ones need to be contacted now.

The simple solution is to put some unusual combination of letters, such as "xx", into the files of those customers/prospects whom you want to contact now.

If you have marked them in this way, then to collect together all the customers/prospects you want to contact now, in alphabetical order:

1 press (3) for alphabetical order

2 press (FIND)

3 Key in (x) (x)

and the screen will show you the number of files containing xx and the most recent one you inserted. You can look through the others by pressing (FILE▶) as often as needed.

Or you can print out the list, by keying :

1 (START)

2 (4) (= selected group of files)

3 (p)

9 Using your AgendA to make business lists

The AgendA is capable of keeping and sorting really complicated lists e.g. it could make a list of all your prospects for a particular type of product who live in a particular town.

If you want to make **full use** of your AgendA in your business, it's well worth finding out about the many advanced features of the AgendA which are contained in the Advanced User's Guide.

10 Changing an ordinary file into a diary file

You can change an ordinary file into a diary file, as follows:

1 You must be **in** the file at the time (**not** just inspecting it with the cursor on the finding line) so if you're not already **in** the file , press (EDIT) .

2 Press (△) until you see the question "change drawer?" at the top of the screen.

3 Press (d) (to move the file into the diary "drawer" of the AgendA).

4 Press ▷ and the file will be given the same date and time as the last file you've been working on.

5 You can now change the date and time if you wish.

11 Setting an alarm to ring soon

You may be working and need to be reminded to leave the office in, say, half an hour's time.

Here is a quick routine for setting an alarm:

1 At the START MENU, press (2) for "today"

2 Press NEW to open a new diary file, with today's date

3 The cursor is under the time, so change the time to show the time in a half-hour

4 You will be asked "Alarm ... y/n" - select (y)

5 **Remember to put some text into the body of the file**, as the AgendA's memory only holds a file if there is something in the text (even a single letter will do).

12 Putting back an alarm reminder

As pointed out earlier, when you switch on the AgendA after an alarm has sounded, the screen shows the current time and the time for which you set the alarm

e.g.

```
Alarm ⏰⏰    12:31
d  Fr09Dec88 12:30 ⏰
leave for lunch
```

If you want to be reminded again in, say, 30 minutes, all you have to do is:

1 Press EDIT. You will notice that the cursor appears under the day of the month

2 Press ▷ to get the cursor under the time, and change it to the desired time

3 Switch off or press START

Tips on Action Lists

1 Put only **one item on each file** - this will enable you to remove items easily as you deal with them.

2 **Remove** each item as soon as you have dealt with it.

(remember, just (FIND) the file, and then *CUT* it (i.e. (SHIFT) (COPY)) - and remember you can recover the file if you "cut" it by mistake, by just pressing (PASTE)).

3 As with any files, **abbreviate** if you can, to save time, screen space and memory. And there's no need to use capital letters unless you want an item to stand out.

4 **To organise your Action List in different sections**
(like the Action list printed opposite), follow these simple hints:

- For any **very urgent** items (that you want to see at the top of the list), start the files with ** . Put them in capitals if you want them to stand out even further.
- For any **quite urgent** items, start the files with *. They will come next on the list. (N.B. Don't leave a space after the ** or *.)
- For people you want to phone, start the files with "phone" - this will group all your phone calls together.
- Similarly, start files for things you want to write with "write" - and similarly for "do", "shopping" etc.

5 To **view** your Action List in this order, do the following:

1 At the START MENU, press (3) for alphabetical order

(If you forget what number to press for alphabetical order, press (HELP) at the START MENU, and it will tell you)

The screen will show

```
ALPHABETIC ORDER

find file/s....FIND
for Action List.ACT
```

2 Press (ACT) The Screen will show the first of the files in alphabetical order, with any files starting ** first

```
 17a □
**BOOK FLIGHTS TO
PARIS
```

3 View the rest of your Action List in order by pressing (FILE)

4 When you come to any items you have dealt with, press *CUT* (i.e. (SHIFT) (COPY)). This will remove the file, and move the screen to the next file.

How to print out your Action List in order

1 Plug your AgendA into the printer as described on page 46, then switch on the printer and the AgendA.

2 Press (3) for alphabetical order

3 Press (ACT)

```
 17a □
**BOOK FLIGHTS TO
PARIS
```

Note that the screen shows the number of files in the Action List.

4 Press (START)

```
      START MENU
to make new file.NEW
to find file/s..FIND
to use diary...DIARY
```

5 Press (4) for "group of files"
(remember, if you can't remember what to press for group of files, press (HELP) for the answer)

The screen will show

```
17files in Group
Print...p Wipe...w
Reassign..r
Second search...HOLD
```

(Note how the screen confirms the same number of files, showing that you haven't made a mistake)

6 As indicated, press (P) and the Action List will be printed.

```
**BOOK FLIGHTS TO PARIS
*complete sales report
*take car in for servicing
*work on mailing-list
meet MSW re - convention plans
            - sales budget
            - slide projector
meet MD re - factory
           - salaries
           - trade marks
phone bill rogers
phone dr. jameson
phone gas board
phone neil asher re lunch
phone philippa
shop: grey sweater
shop: telephoto lens
write: dodson
write: garland
write: longcroft
```

note:

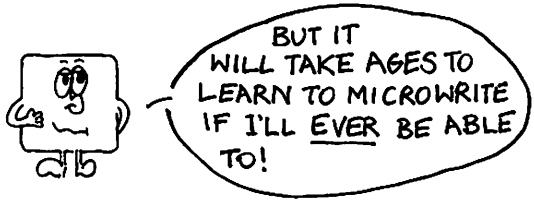
For an even more sophisticated Action List including headings for urgent priority phone calls etc., see the Advanced User's Guide.

And above all...

Discover the benefits of Microwriting

Consider these two facts:

The first is that, if you learn to use the Microwriting keys (see page 5), you will be able to input information into your AgendA in about **one-quarter the time** - and, as you will be "touch-typing", you will be able to input text without looking at the keyboard.



Wrong! Thousands of people have learned to Microwrite and use it in their daily lives. An independent survey of people who use Microwriting showed that **68% said it had been "very easy" to learn** and a further 28% said that it had been "quite easy". Only 4% found it difficult.

Half of them learned the key combinations **in 2 hours or less** - and 86% learned in less than 3 days.

Most of them found that they were able to Microwrite **as fast, or faster, than handwriting.**

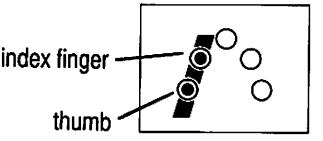
So it's well worth investing a little time in learning Microwriting - there's a self-teach booklet included with your AgendA.

Remember, you're never going to be stuck because you can **interchange freely** between the Microwriting keys and the other keys. You can enter all the alphabet and/or numbers and/or punctuation with the Microwriting keys, or with the ordinary keys. How you use them is up to you ...

Try your hand at Microwritting

This is how you handwrite the letter "I" ...

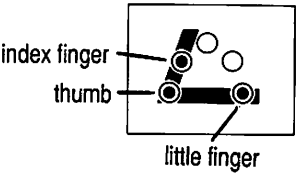
... and this is how you Microwrite the letter "I" creating the shape with your fingertips.



Try writing an "I" a few times. Press your index finger and thumb down and let go. Notice how the letter is only entered once you let go of the keys. This makes the Microwriting keys "tolerant" because you don't need to worry about pressing them all exactly simultaneously.

Now try "L", which you write like this ...

...and Microwrite like this



Got the idea?

Now try Microwritting I and L ten times.
Don't worry about large or small letters for the moment... and DON'T look at the keys.

And now try them on the a - z keyboard (we'll let you look at the keys).

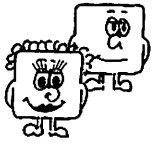
You'll see for yourself how Microwriting is much **easier** ... and, because there's hardly any hand-movement, **faster** too.

Do remember that you can interchange between Microwriting keys and other keys at any time so you needn't worry if you forget which keys to press while you're learning.

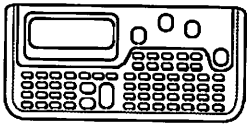
N.B: The above is extracted from the Microwritting Guide.

Using your AgendA with your secretary

(for simplification of wording, we are assuming your secretary is female!)



With one machine



Your secretary takes possession of your machine when you come into the office in the morning.

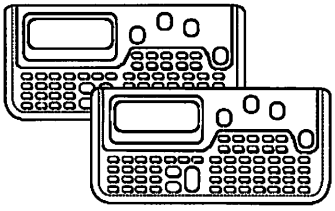
If you have a printer, she prints out your Action List for the day as well as your diary for the day - or for the week if you like.

Next she presses FIND, and the screen shows **the most recently input file** - and by pressing FILE she can see (in the reverse of the order in which they were input) any other files you have input since she handed you the machine the evening before.

In this way, she can see at a glance any appointments you yourself have made since she handed the machine to you, as well as any messages you have input for her - which means that you can use the AgendA to input any instructions for her, knowing that she will check through it in the morning.

During the day she inputs into your AgendA everything that develops during the day (new appointments and phone numbers etc) and the AgendA is then handed back to you at the end of the day.

With two machines and a back-up card



You and your secretary each have an AgendA.

She keeps her AgendA up-to-date (and can print out an Action List and day's diary as often as desired).

At the end of the day (or more than once a day, if convenient) she makes a back-up of the memory of her AgendA (as described on page 52). The card is then inserted in the slot at the back of **your** AgendA and "restored" as the memory of your AgendA (as described on page 54). So **your** AgendA's memory is now the same as the memory of her AgendA.

You are now free to make any entries you wish in your AgendA overnight : adding new appointments or other information, changing any existing files or making notes for your secretary to act on.

The next morning, your secretary should check to see whether you have made any entries in your AgendA overnight : she can quickly see this by pressing (FIND) , as the most recent entries will be revealed first (press (FILE▶) to see other entries).

If there are many new entries, your secretary may feel it worth taking a back-up of your AgendA so she can use the **"Inspect and Copy"** facility, which is described in full in the Advanced User"s Guide. Briefly, it works as follows:

(a) Your secretary places the Back-up Card containing the back-up of your AgendA in Slot B of her AgendA, **with the AgendA switched off**

(b) She switches on the AgendA and presses *FLIP* ((SHIFT) (START))

(c) The screen will show

```
CARD START MENU
to find file/s..FIND
  then copy file
     to AgendA....TO
```

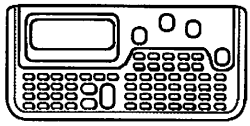
(d) She now presses (FIND) and inspects the most recent files in the Card which are revealed by pressing (FILE▶) successively. As files are revealed in reverse order (i.e. the most recently input or edited file first), these will be the files that you have input or worked on overnight (if any).

(e) If she needs to copy any of these files into her AgendA, she simply presses (COPY) while the file is showing on the screen - and that file is copied into the memory of her AgendA, in the same drawer.

Of course, she could alternatively **restore** the whole of your back-up into her AgendA, but this would have the effect of wiping out her existing memory - and if, for example, you had **removed** any files overnight, she would not know it. If she is going to restore the whole of your back-up into her AgendA, she should first "Inspect" it as described above to make sure it is the right card and contains the proper data. Once she is satisfied she presses *FLIP* to go back to the START MENU - and then follows steps (3) to (8) on page 54 and 55.

THE REST OF THE KEYBOARD

By now, you've learned about most of the keys. But there are a number of useful facilities on the keyboard that are worth learning about.



SHIFT and CAPS keys

As you know, to produce the punctuation marks over the letters (or the functions printed above the function keys) you need to press SHIFT .

You can **either** press SHIFT first and then press the other key (if you're using only one finger, this is the only way you can do it), **or** you can press SHIFT and the other key simultaneously.

The same applies to the CAPS key - you can **either** press CAPS and then a letter - **or** press both simultaneously.

You may have noticed that the cursor changes to show that you have pressed SHIFT or CAPS , as follows:

- normal (no shift or caps)
- SHIFT pressed
- CAPS pressed
- CAPS locked
- CAPS and SHIFT pressed

There is no facility for **locking** SHIFT . If you press SHIFT by mistake and want to cancel it, press SHIFT again.

CAPS is locked by pressing the CAPS key a second time. CAPS is unlocked by pressing SHIFT CAPS .

Remember that when you are in the Calculator, there is no need to use SHIFT for the various functions - the top row of letters automatically works to give the calculator functions (as do the £ and $ signs and the decimal point in the bottom right hand corner).

Punctuation marks

To make it as easy as possible to find your way round the keyboard, you'll find that the punctuation marks have wherever possible been put over letters that suggest them

e.g. exclamation mark is over (x)

question mark is over (y) (= why)

and this has been used where possible on the calculator keys

+ (add) is over (a)
/ divide is over (d)
= is over (e)
£ is over (/)

Brackets and quotation marks [ ] ( ) { } " " and ' '

You may have noticed that when you use any of these, the AgendA automatically produces a **pair** of them, with the cursor between them. This means that you can simply key in whatever is to go between brackets or quotation marks, and the right hand one will keep moving just ahead of the cursor - and there is no danger of your ever forgetting to close the bracket or quotation mark.

When you've finished writing the text, simply press (▷) to step over the remaining bracket or quotation mark.

On the rare occasion where you only want one of the pair, simply delete the one you don't require.

◁WEEK and WEEK▷

You remember that, when the cursor is in the date/time line under the **day of the month** pressing (◀DIA) or (DIA▶) will move the date backwards or forwards a day at a time.

If you key ◁*WEEK* or *WEEK*▷(i.e. (SHIFT) followed by (◀DIA) or (DIA▶) - or hold down (SHIFT) while you press one of those keys) the date will move backwards or forwards **a week at a time** - this works **wherever** the cursor is at the time.

△ SCAN and SCAN ▽

By pressing the SHIFT key followed by △ or ▽ (or by holding SHIFT down while you press △ or ▽) you will be able to scroll the text in the display up or down **three lines at a time**. This is particularly handy when reading through a long file, and can be used either when you are on the finding line or when you are in the text of the file.

An interesting feature of *SCAN*▽ where you are looking through a group of files from the finding line is that, if there are less than 4 lines remaining in the file in which you are scanning, the screen will show you the lines of the next file, and so on - so *SCAN*▽ enables you to skim through the lines of one file after another (whether ordinary files or diary files). *SCAN*△ similarly enables you to skim through files in the opposite direction.

◁ HUNT and HUNT ▷

This facility enables you to move the cursor back or forward directly to a specific point in the text of a file. For instance you can move back or forward to the last or next full-stop or question mark or paragraph.

To do this you simply enter the character you want to move the cursor to (don't worry, the character you enter will automatically be removed from the text of your file when the operation is complete) and then press SHIFT followed by ◁ or ▷ .

The AgendA will now "hunt" for the character you entered and stop immediately to the right of the first one it comes across. If the first one is not the one you want the cursor to stop at, then press SHIFT ◁ or ▷ once more and the cursor will move directly to the next one that it finds - **or** hold SHIFT and ◁ or ▷ down, and the AgendA will continue to hunt from one of the desired characters to the next until you find the one you want. (The AgendA remembers which character it is hunting for).

This facility is very useful when you want to review or alter text. Say, for instance, you can't remember how you started a particular sentence the beginning of which has moved off the display. You simply enter a full-stop and press SHIFT ◁, and the cursor will move straight back to the beginning of the sentence (to be precise, to the end of the preceding sentence).

If you're hunting for a start of paragraph then the character you'll want to enter is a carriage return.

You can also use this facility to jump back to the beginning of a file. Simply key in a character you know you haven't used in the text of the file and then SHIFT ◁ . The cursor will then go backwards hunting for that character and, not finding it, will come to a rest at the beginning of the file. (As you are highly unlikely to use the character □ - obtained by keying SHIFT 0 - in the text of the file, it's a good idea to use this as the "non-existent" character for this purpose.)

You can even "hunt" for a word or other sequence of characters : this is described in the Advanced User's Guide ("Finding a sequence inside a file").

DEL TO

This facility is similar to the *HUNT* facility just described except that the AgendA will **delete** all the text up to the character specified, subject to a maximum of 256 characters (about 50 words). The *DEL TO* facility deletes text to the left of the cursor so, for example, to delete a sentence :

1 move the cursor to the **end** of the sentence to be deleted (just before the full-stop)

2 enter a full-stop (provided you're sure the **preceding** sentence ended with a full-stop!).

3 then press SHIFT DEL (i.e. *DEL TO*)

and the sentence will be deleted.

Don't panic .....

UNDEL

The "undelete" facility gives you a chance to recover what you deleted by mistake with the DEL or *DEL TO* keys. Hold down SHIFT , and simultaneously hold down PASTE (i.e. *UNDEL*) - and the deleted text will come back one character at a time.

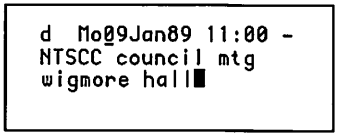
N.B: You can only be sure of recovering the text in full if you "undelete" **before** you have keyed more text into the AgendA, but you will recover part of the text if you "undelete" before you have keyed-in sufficient new text to cover the old text.

Copy and Paste

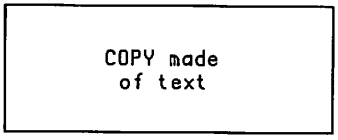
This is a very useful facility that can save you a lot of repetitive keying.

Say, for example, that you have a NTSCC Council Meeting at the Wigmore Hall every month, and you want to diarise all the meetings for the coming year.

1 Make a new diary file for the first date, including the details of the appointment.

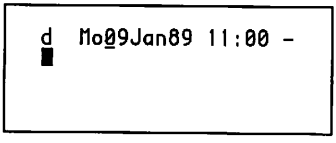


2 While still in the text of the file (and with the cursor at the end of the text) press COPY and the screen will flash the message

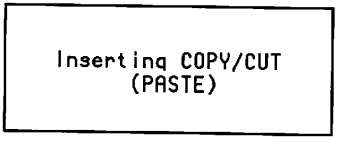


The text of the file has now been copied into a special part of the memory of the AgendA, called the "Paste File" , where it will be left until you send another piece of text to the Paste File (Although the Paste File can hold any length of text, it can only hold **one** lot of information sent from one file - if you send another piece of text to it later, the new piece of text replaces the old piece of text).

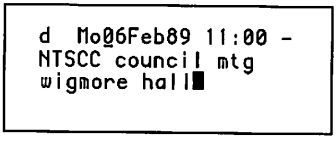
3 Now make a new diary file for the next date, setting the time and indicating whether or not you want an alarm sounded.



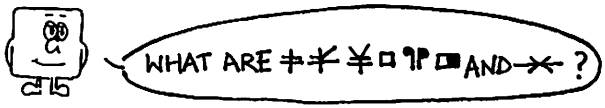
4 With the cursor in the text of the new file, press PASTE . The screen will flash



... and then the screen will show the new file with the text added.



5 Repeat steps (3) and (4) for the other Council Meetings.

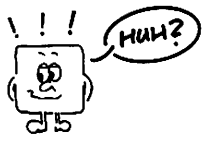


Don't worry. You don't **need** to know about these facilities to use the AgendA. These are all functions which are explained in the Advanced User's Guide and are to do with formatting, printing and searching.

HOLD and OMIT and MARK and TO

Again these facilities are all described in the Advanced User's Guide and you **don't** need to know about them to start using your AgendA. However, you'll be surprised how simple they are to use and, like the formatting, printing and extra searching functions described above, they will greatly expand the power of your AgendA.

HAVING PROBLEMS?



1 Screen remains blank when you switch on

Has your battery run down? Plug in charger - almost certainly your files will **not** have been lost.

And check that the green light comes on when you plug in the charger - to show that charging current is reaching the machine.

2 Screen suddenly goes blank

This could happen either

(a) because you haven't used it for 5 minutes. To "conserve" power, it switches off automatically.

or

(b) because the battery charge has gone too low. If you wait a few minutes, the battery will recover enough for you to be able to switch on again and use it for a few more minutes. Recharge the machine - or plug in an ordinary battery adaptor if you need to use it immediately. You should find the data in the machine has been fully preserved.

3 Something strange or unexpected appears on the screen

Don't worry about it! Remember, when you're unsure of what is happening, just press (START) - and you'll be back at the START MENU.

4 When you try to change the date/time of an appointment, the file disappears from the screen (and another file or 'no file' appears in its place).

The reason is probably that you have failed to press (EDIT) to get **into** the file - until then you are just **inspecting** the diary files for a particular date. If you change the date while you are just inspecting the files for a particular date, you are asking the AgendA to show you the files for that other date - so naturally the file you were originally looking at disappears and in its place is shown the first file in the memory for that other date (or if there are no files for that date, it will show "no files").

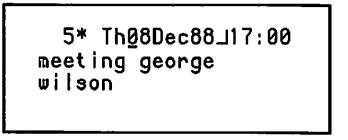
TIP : If the cursor is on the **top** line (the finding line), you are just inspecting files. When you are **in** the file, **the cursor is always in the third line**.

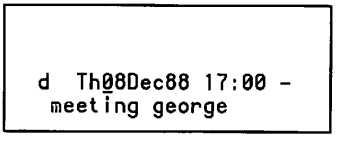
i.e.

inspecting a diary file (from the finding line) :

in a diary file (so you can change date/time of an appointment) ;

(after pressing EDIT , you will have to press △ a couple of times to get you up to the date/file line).





5 The cursor won't go across to the time of a diary file

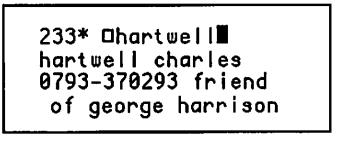
Same problem! You are simply **inspecting** the diary files for a particular day from the finding line - and the time you see is the time of the appointment then on the screen. To change the time (or the date - or anything else) you must press EDIT , to get **into** the file.

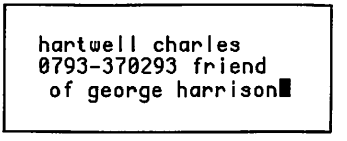
6 The cursor won't move down from the top line of the screen to change an ordinary file

Same problem again! The chances are that you've just **found** the file, and are not actually **in** it.

If the cursor is on the top (finding) line, you are only **inspecting** the file.

Press EDIT and the cursor moves to the **third** line.





7 If you have 'lost' a file you remember keying-in

There are 3 possible reasons for this:

(1) The AgendA normally **searches only the first 100 characters of a file** for the word or sequence you have keyed in on the top-line, so if the word/sequence you are looking for are quite far into the file, they won't be found by a normal search.

The solution is simple. Immediately after pressing FIND , press SHIFT O , which will put a **second** finding sign □ after the normal □ .

Now if you key in the word or sequence you are seeking, the AgendA will find the file however far in the word/sequence may be (although it may take a little while to find it as it is having to search through the whole memory).

(2) You may have **failed to make the file** when you thought you had. This will happen if you press (FIND) and fill in the text **on the top (finding) line** (to see whether you already have the file in your AgendA) and then press (START) (or turn off the AgendA). Because you didn't press (NEW), no file will have been made and the letters you keyed in will not have been stored in the memory.

(3) You may have **started** a file with what's called a "hard space". Don't worry about what it's for (that's explained in the Advanced User's Guide) but you get a hard space by keying (SHIFT) (SPACE) and it shows on the screen as ▫ . **If the first thing in a file** is a hard space, the file will be in the memory, but it won't show up in a normal search.

8 (FILE) and other keys don't seem to work after keying-in a word or sequence

As was explained on page 16, when you key-in a word or sequence to find a file, the first file containing the word or sequence will come up on the screen in a second or two but (particularly if you have many files in your AgendA) it may take rather longer for the number to appear in the left-hand corner telling you how many files contain the word or sequence. Until the number appears, the AgendA screen will not give effect to (FILE) or any other keys you press, although it will **remember them** and give effect to them as soon as the number appears.

9 Printer not printing -generally

If, when you press the key for printing, the AgendA screen states that it is printing but the printer is not doing anything, it's worth checking whether the printer is set to 'off-line". Many printers have an off/on line setting, and will only print when "On Line".

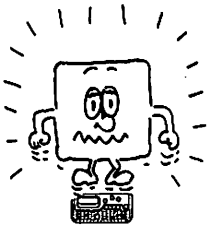
10 Printer not printing a single file

As pointed out on page 48, when you want to print a single file using the (6) instruction, you must be **in** the file before pressing (START) and (6). So find the file again, then press (EDIT) - then (START) and (6) .

11 Printer printing lines on top of each other-or leaving blank lines

As mentioned on page 47, different printers work differently in certain respects, and one of the main differences lies in the area of "line feeds" (i.e. whether the printer automatically moves down one line when it comes to a carriage return). Depending on the settings, this can result in the printer never moving down or giving unintended double-spacing. This can be corrected by changing the printer settings in your AgendA (see the Advanced User's Guide) or the printers own settings.

If all else fails...



Even a highly efficient machine is in the last analysis "human", so it's **possible** that it can go wrong. If your machine has gone wrong and you've recharged the battery, pressed (START) a number of times and tried everything else suggested above without getting a response by removing all cards and cable leads (as they may be at fault rather than the AgendA), you will have to face up to the fact that the files in the memory are no longer usable (which shouldn't be much of a problem if you regularly take a back-up on a card).

But, before going to the trouble of sending the machine to us for repair, it's worth doing a "Cold-Start". This is a special technique which will usually remove any creepy-crawlies that have got into your machine's memory, although it will do so by first wiping the memory clean :

1 Switch off your AgendA

2 Hold down the (a) key while switching on your AgendA

3 Unless there is a fundamental problem with the machine, the screen will show an identification message similar to ...

```
AgendA
by Microwriter
(date)  ref:▮▮▮▮▮
s/n ▮▮▮▮▮▮▮
```

4 ... and when you release the (a) key, it will change to

```
▮ This will WIPE  ▮
▮ALL AgendA files ▮
▮and start afresh! ▮
▮   Proceed.....Y ▮
```

5 To proceed with the Cold-start, you must press (CAPS) (Y) (if you have second thoughts, press (START) or switch off!).

6 You should then see the screen flash

```
AgendA cleared
defaults reloaded
```

and then see the Setting Date & Time screen

7 Once you see this, you'll know that the memory is now blank - but the AgendA is almost certainly in full working order again, and you can restore the memory from your Back-up Card.

```
DATE & TIME SET
Mo03Mar89 21:02
clock starts
when you press START
```

8 If you don't see this screen, you'll have to send the machine in for repair.

Setting the AgendA's calendar/clock

Just follow these instructions;

1 Switch on the AgendA
(the switch is on the right-hand edge)

2 The screen will show the START MENU

```
START MENU
to make new file.NEW
to find file/s..FIND
to use diary...DIARY
```

3 Press (5), and the screen will show the MISC MENU. If you forget what number to press for MISC MENU press (HELP) at the START MENU, and it will remind you.

```
MISC MENU
Back-up..b Restore.r
Date & time set....d
Switch off/Shut up.s
```

4 As the MISC MENU tells you, press (d) and you will see

```
DATE & TIME SET
Mo03Mar89 21:02
clock starts
when you press START
```

You will see a little line positioned under the **day of the month** of the date currently held on the AgendA (this little line is called the "cursor" and it shows you where you are on the screen at any point).

5 To alter the date; enter 2 digits for the day of the month, 2 digits for the month, and 2 digits for the year

e.g. (0)(1)(0)(1)(8)(9) (for lst January 1989)

or

(1)(2)(1)(1)(8)(9) (for 12th November 1989)

The **day of the week** will be **automatically** set by the machine.

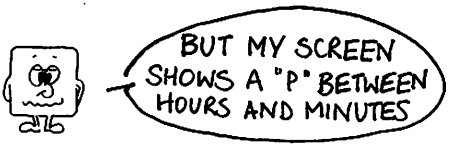
If you make a mistake move the cursor back to the day of the month position (by pressing the (◁) key as often as necessary) and key in the correct figures.

6 Once you have set the date, the cursor moves to the **hour position** of the time, for you to set the correct time.

Assuming the time presently showing has a **colon** between the hours and the minutes your AgendA has been set for a **24 hour clock** and you simply key in 2 digits for the hour and 2 digits for the minutes.

e.g. (0)(8)(2)(4) for 8.24 in the morning and the screen will show 08:24

or (2)(0)(2)(4) for 8.24 in the evening and the screen will show 20:24



Your Agenda has been set for a 12 hour clock - so you'll have to read the box below.

When you've set the date and time, press (START) and your AgendA calendar/clock is now set.

(The time starts from the moment you press (START) - so if you want the time to be precise, set it one minute ahead and press (START) when you hear the exact time on the radio or telephone clock).

If you want to check that you have set the date and time correctly, press (CALC) - and you'll see the date and time.

Note on 12 hour clock form

The instructions in paragraph 6 opposite assume that the machine has previously been set in a 24 hour clock form (i.e. there is a colon between the hour and the minutes).

If there is an "a" or "p" between the hour and the minutes your AgendA has been set in 12 hour clock form (i.e. a.m. or p.m.) For the sake of clarity the display shows 12n00 for noon and 12m00 for midnight.

If you wish to **keep it in 12 hour clock form**, you can put in the current time by keying in:

1 2 digits for the hour
2 (a) or (p) for a.m. or p.m.
3 2 digits for the minutes

(if the "a" or "p" is already correct, you need simply key in 2 digits for the hour, and 2 digits for the minutes.

If you wish to **change to 24 hour clock form**, you key in

1 2 digits for the hour
2 a colon (which you do by pressing (SHIFT) (V))
3 2 digits for the minutes

You can similarly **change from 24 hour clock form to 12 hour clock form** by keying in

1 2 digits for the hour
2 (a) or (p)
3 2 digits for the minutes

The date and time change only takes effect when you press (START). If you switch off without pressing (START), the change will be ignored.

Switch off/shut up...

To suppress all alarms temporarily (e.g. when you are going into an important meeting, and are not sure whether any alarms are due to go off, or when you just want to sleep late in the morning):

1 At the START MENU, press (5) which gives the MISC MENU

2 As instructed there, press (s) for switch off/shut up

3 The screen flashes - and the Agenda switches off

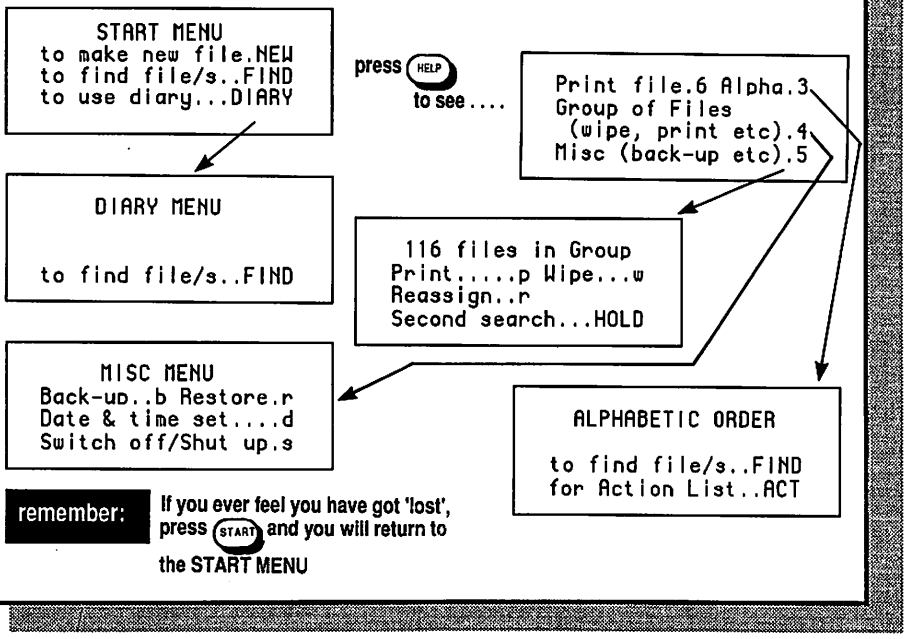
```
MISC MENU
Back up..b Restore.r
Date & time set....d
Switch off/Shut up.s
```

```
ALARMS
DISABLED
```

...to reinstate alarms

Just switch on the Agenda

The important menus



remember: If you ever feel you have got 'lost', press START and you will return to the START MENU

MICROWRITER SYSTEMS PLC
2 WANDLE WAY
WILLOW LANE
MITCHAM
SURREY CR4 4NA